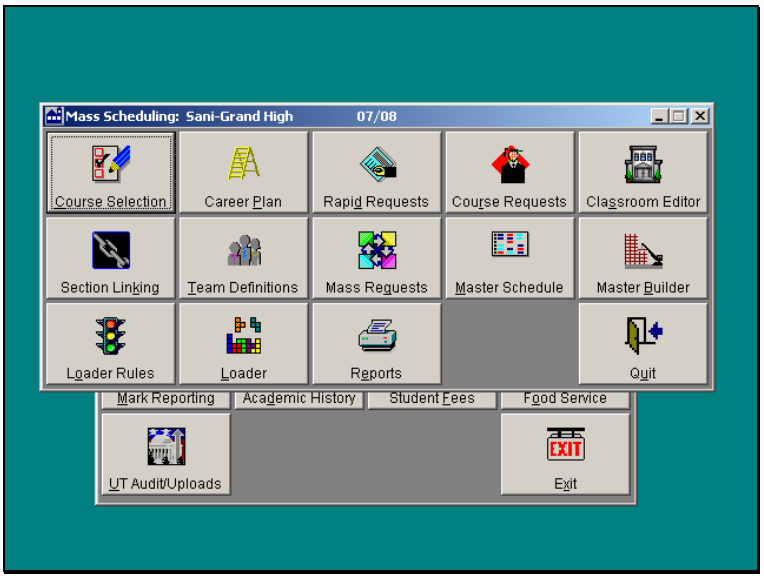
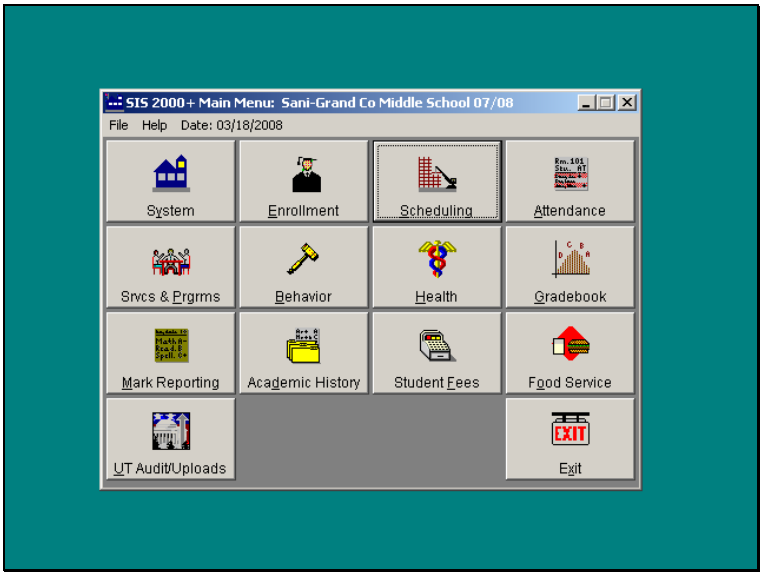
Course Requests



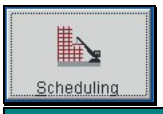
Course Requests can be created for

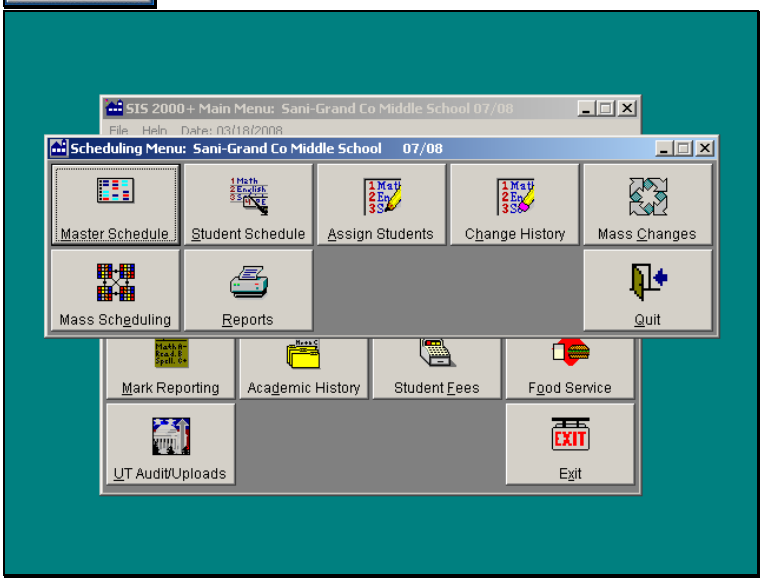
GROUPS OF STUDENTS
Or INDIVIDUAL STUDENTS

Requests may be
MANUAL or COMPUTER-GENERATED



Click the **Scheduling** button





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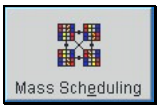
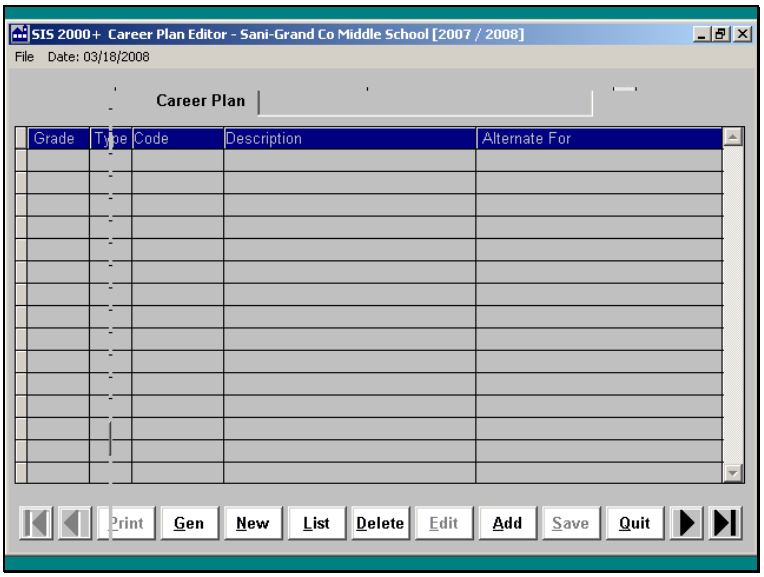
Click the **Mass Scheduling** button



Click the **Career Plan** button



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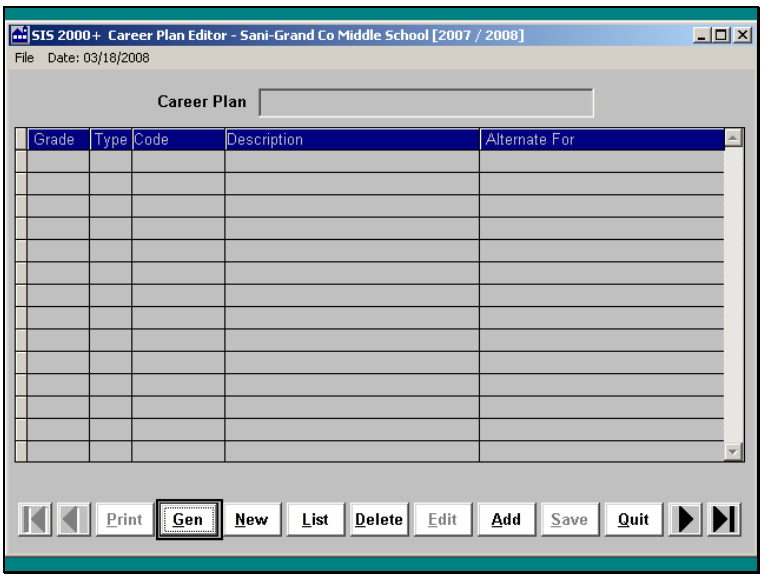
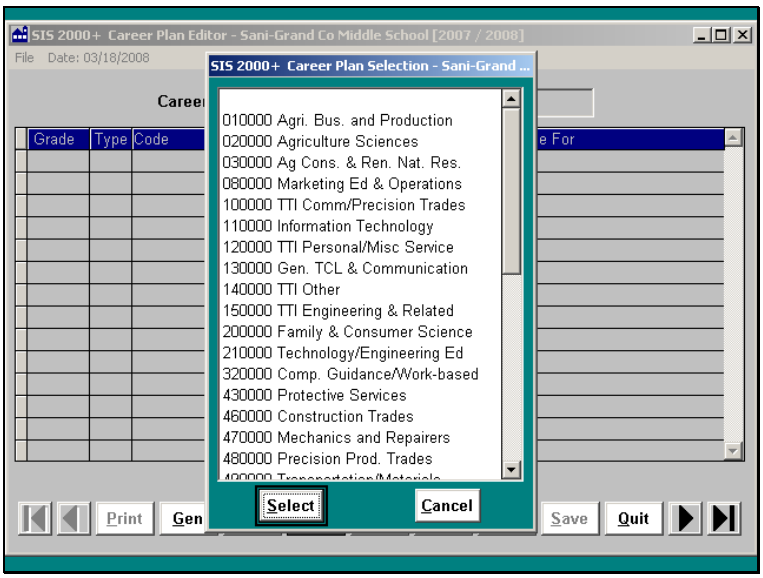


Career Plan contains:

Multiple class requests
For one particular group
(e.g. all 8th grade students)

Click the **List** button



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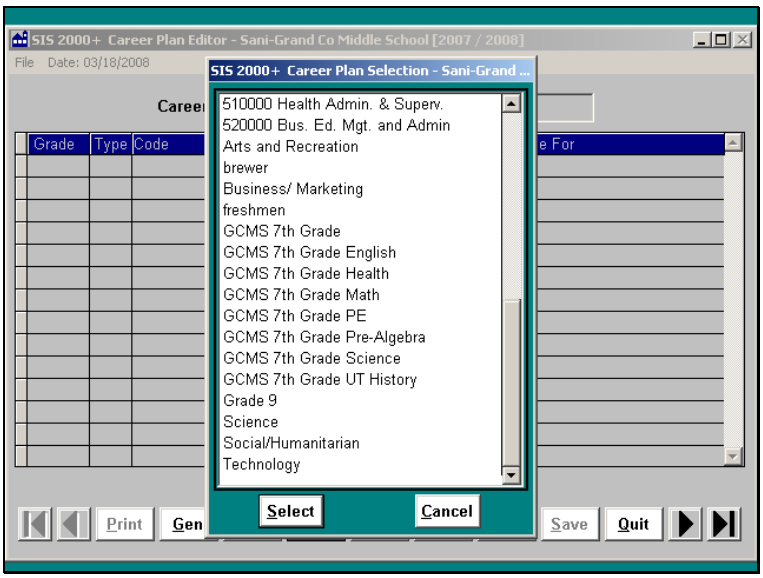
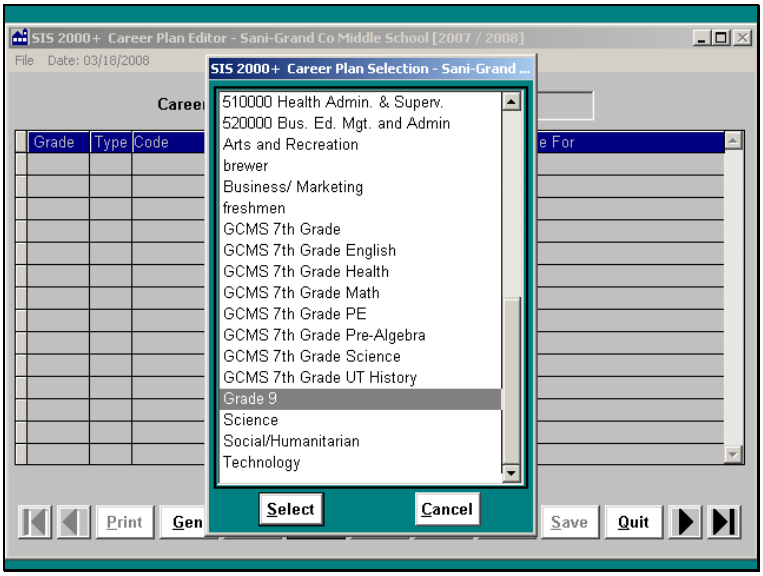


Select Grade 9



Click **Select** button

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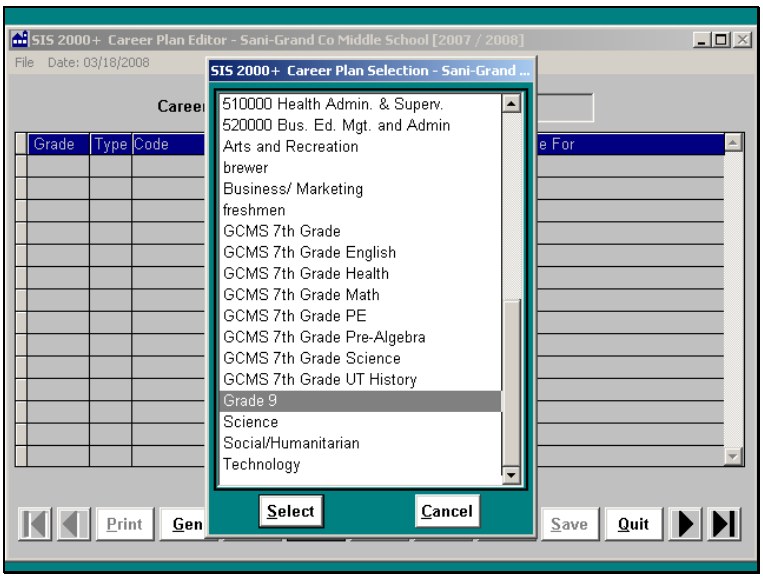
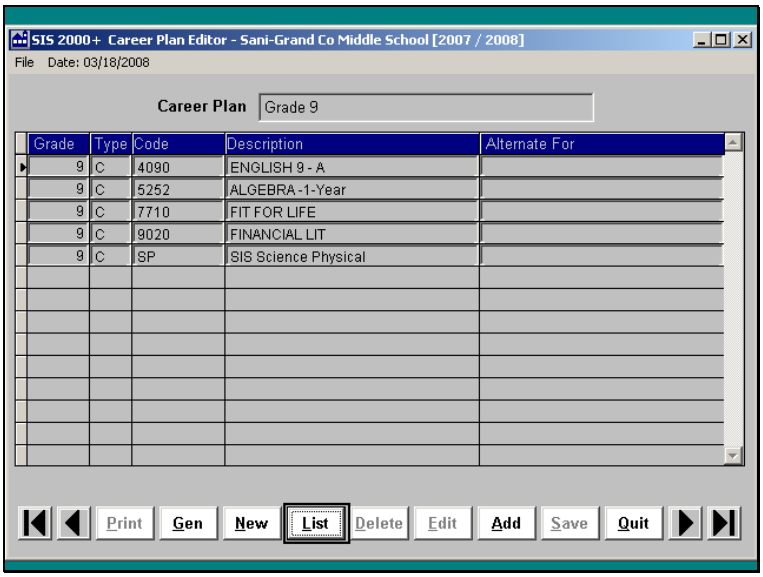
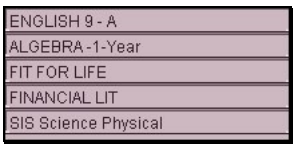
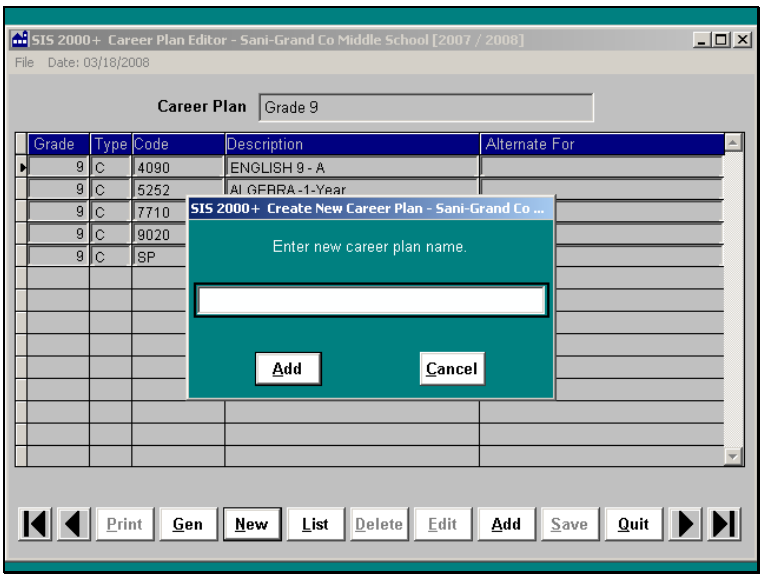
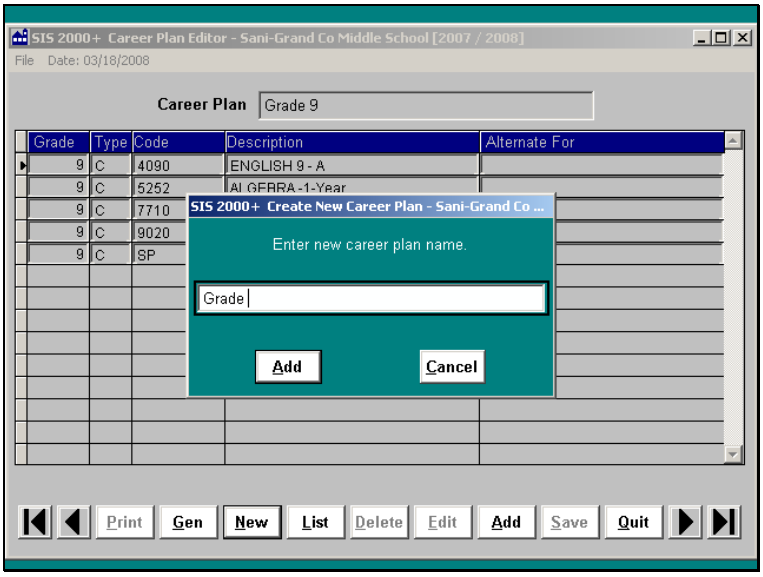






Click the **New** button





Click the **Add** button

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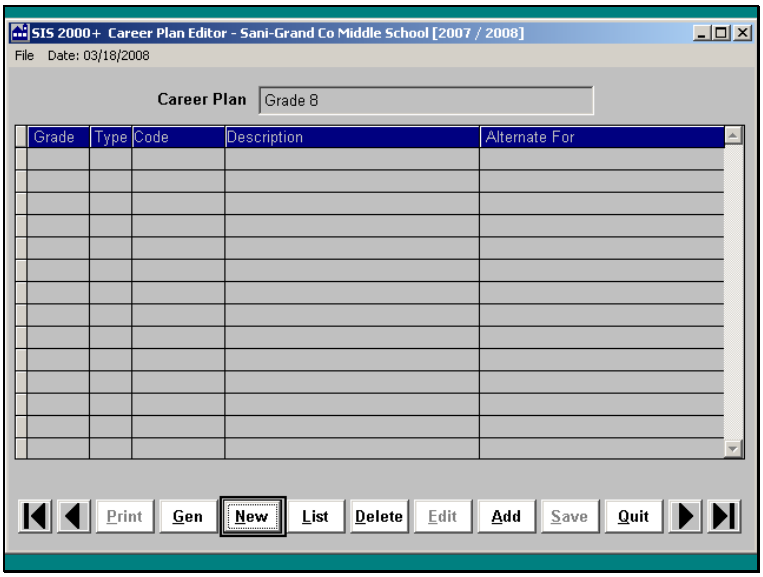
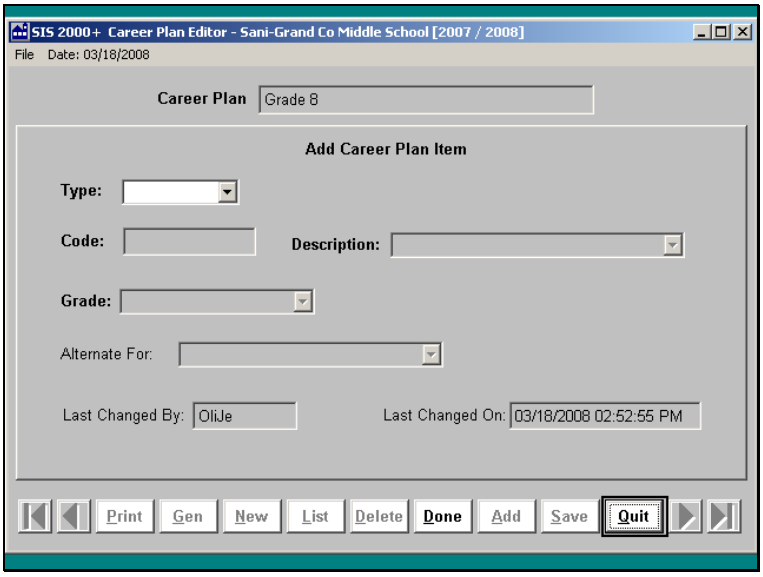


Click the **Add** button



Select a **Type**

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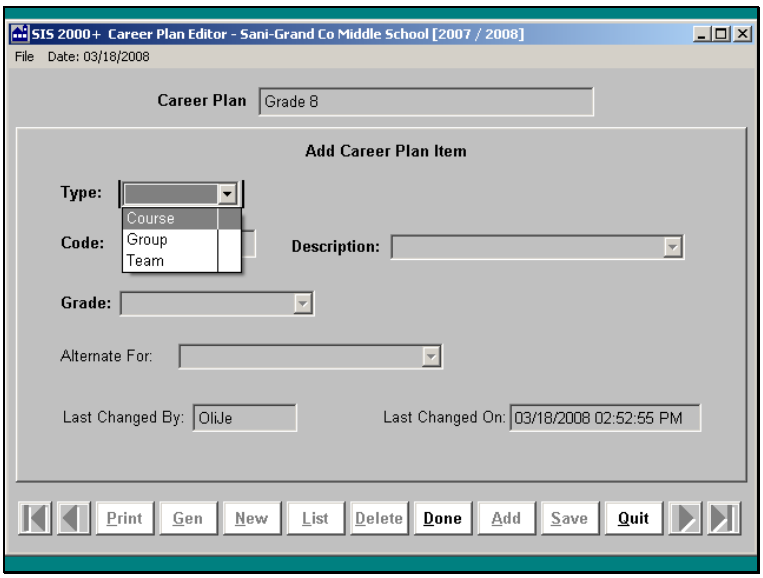
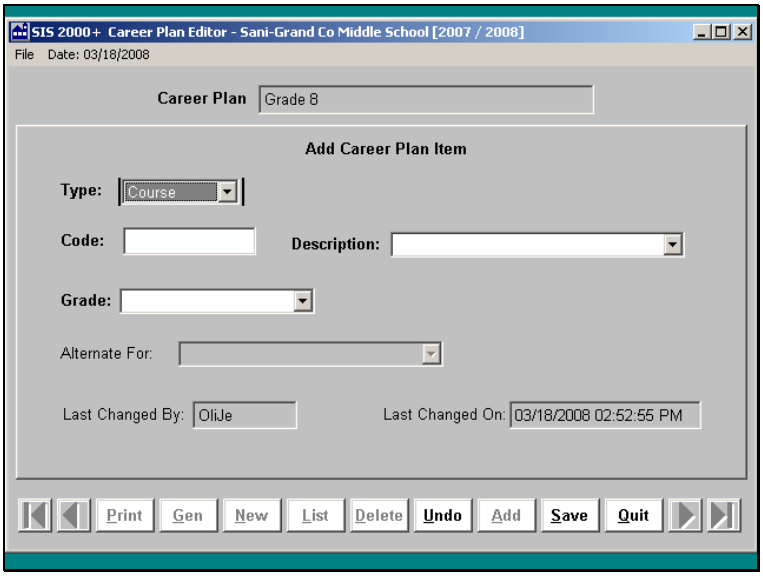
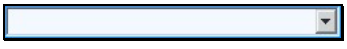


Select **Course**



Select a Course Description



Type a Course Code

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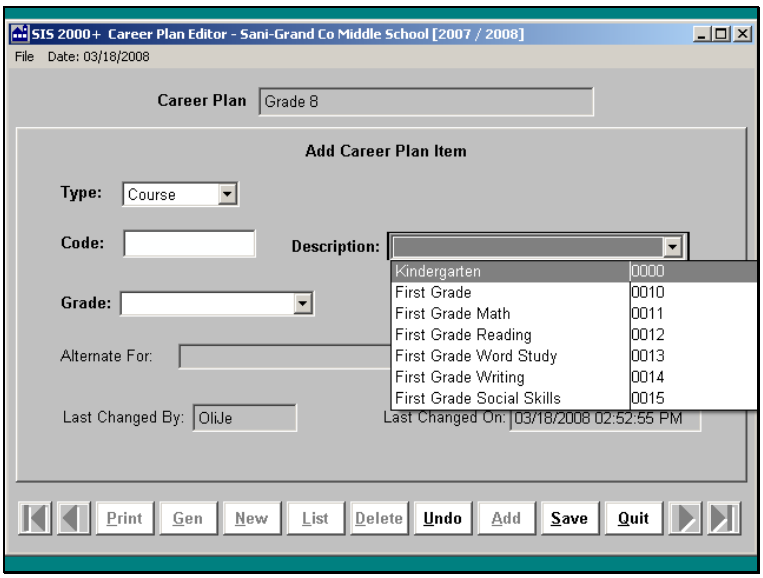

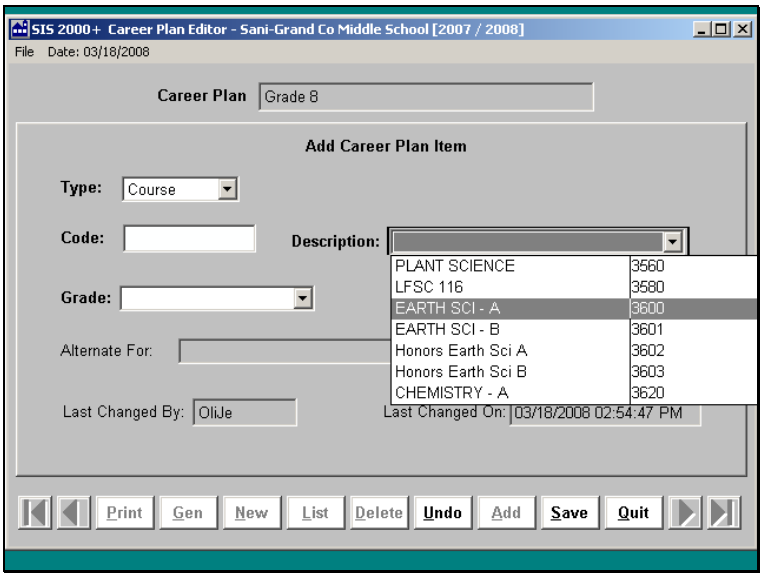

Select EARTH SCI - A

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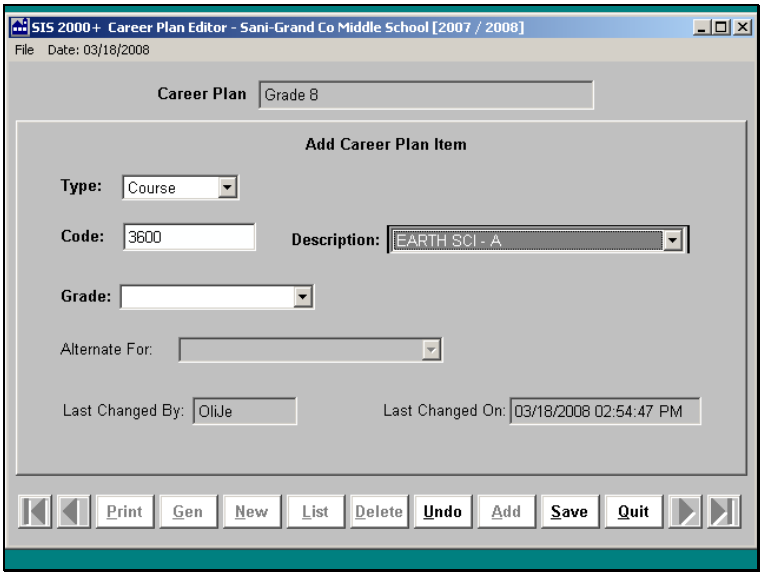

Choose a **Grade**

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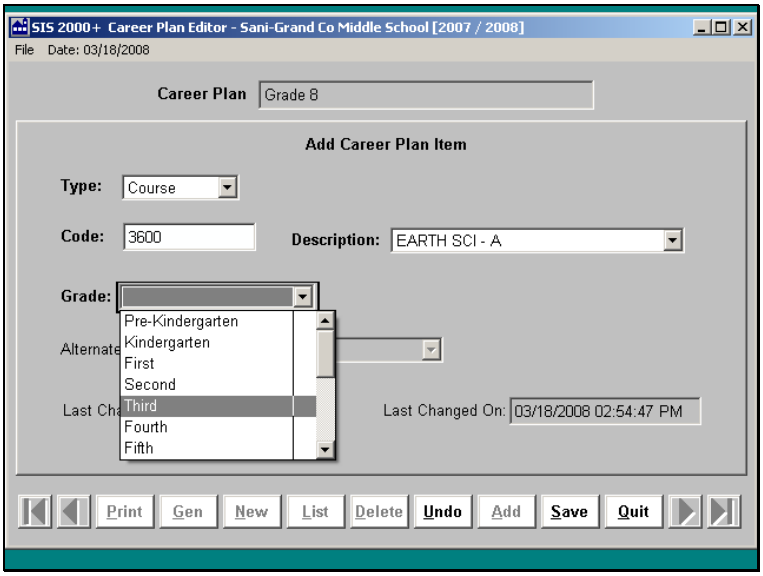
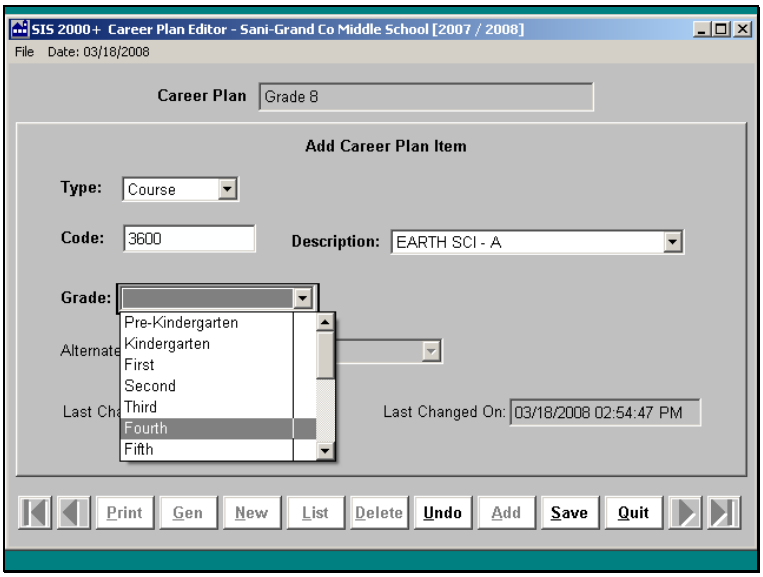
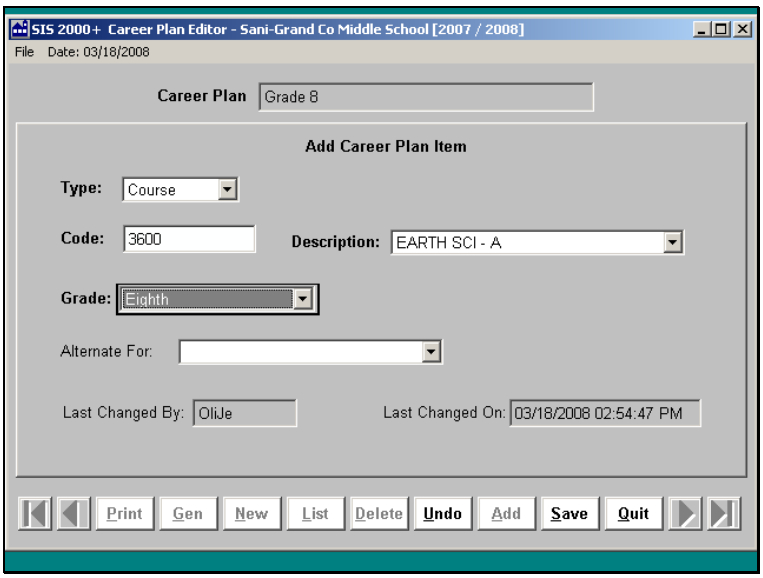
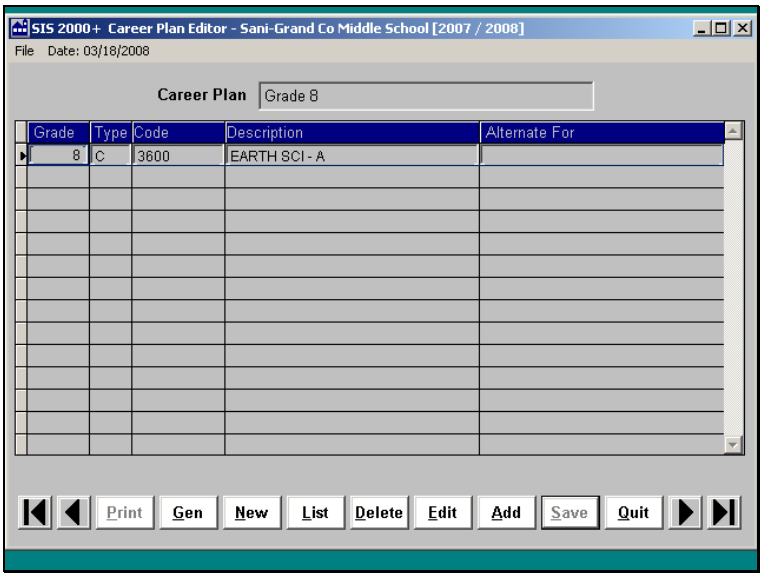




Scroll to find the **Eighth** grade



Click the **Save** button



Click the **Add** button

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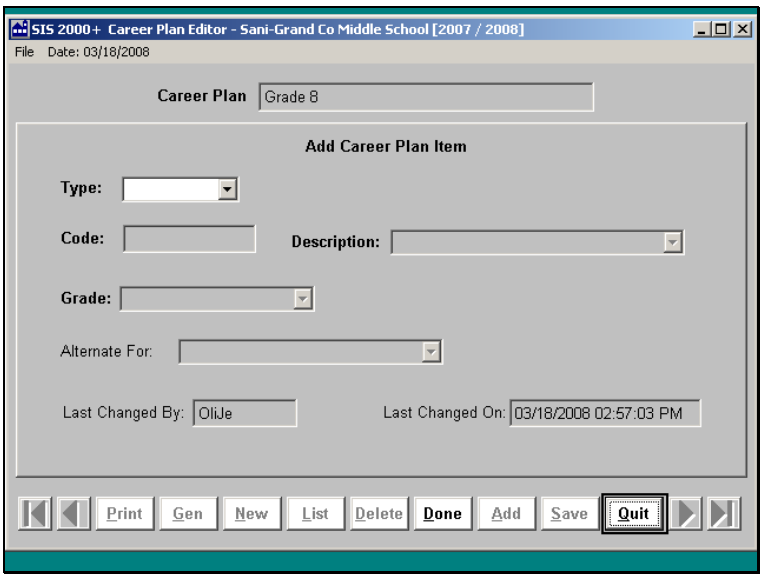
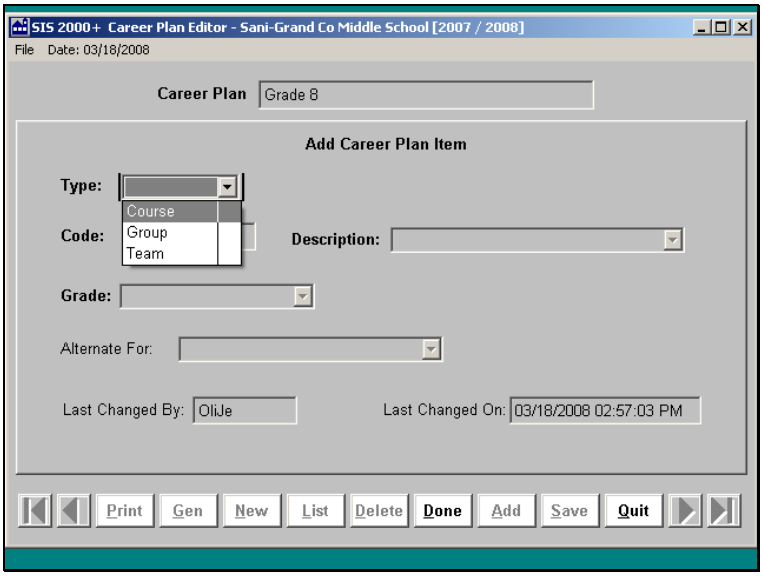


Select a **Type**



Select **Course**

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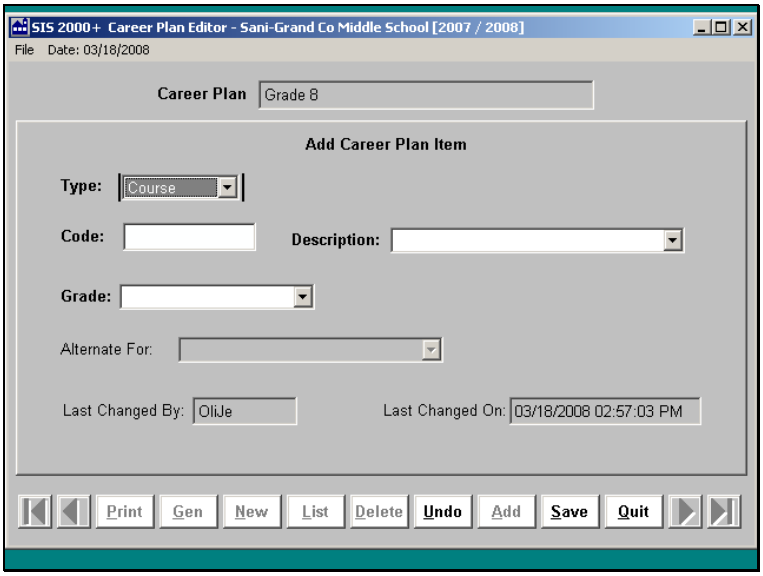

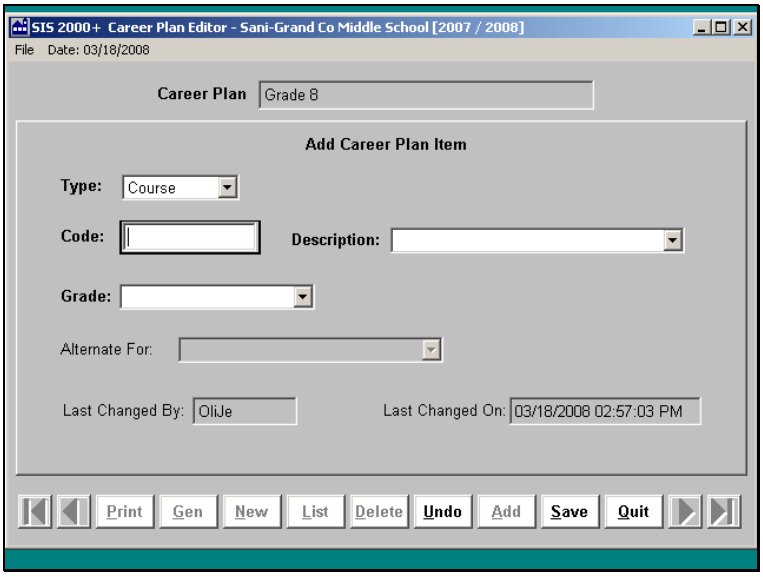

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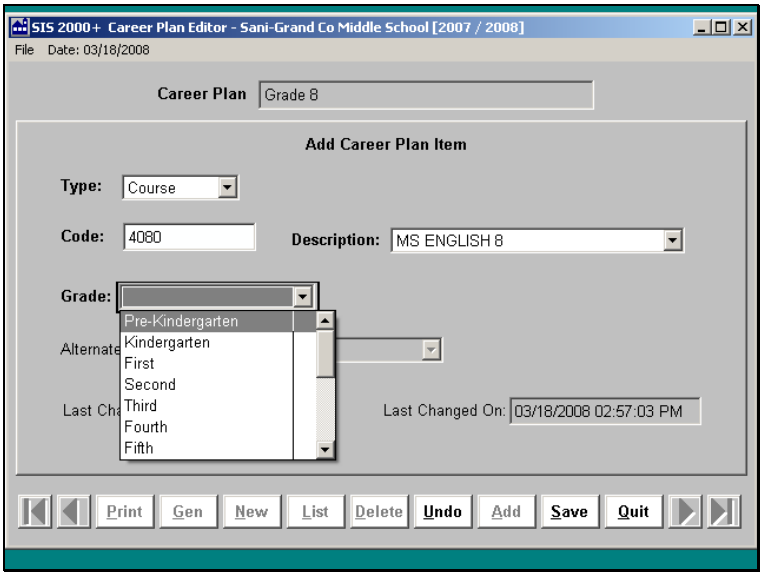
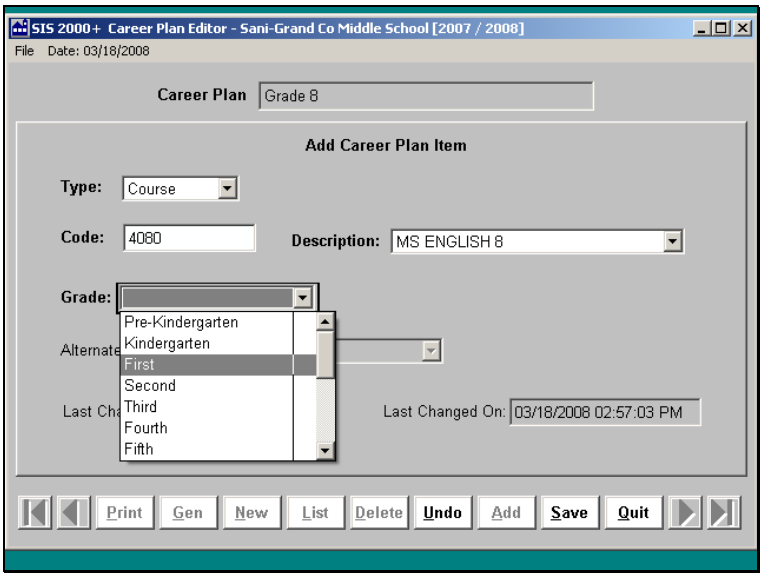
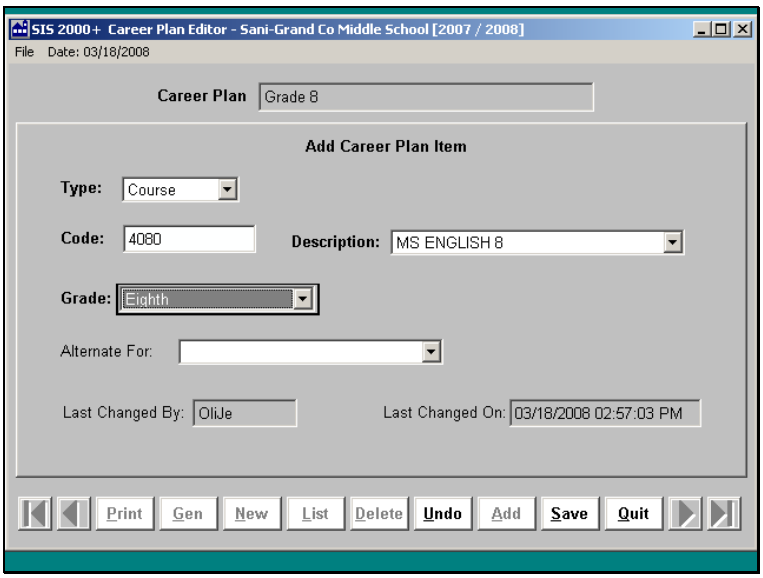
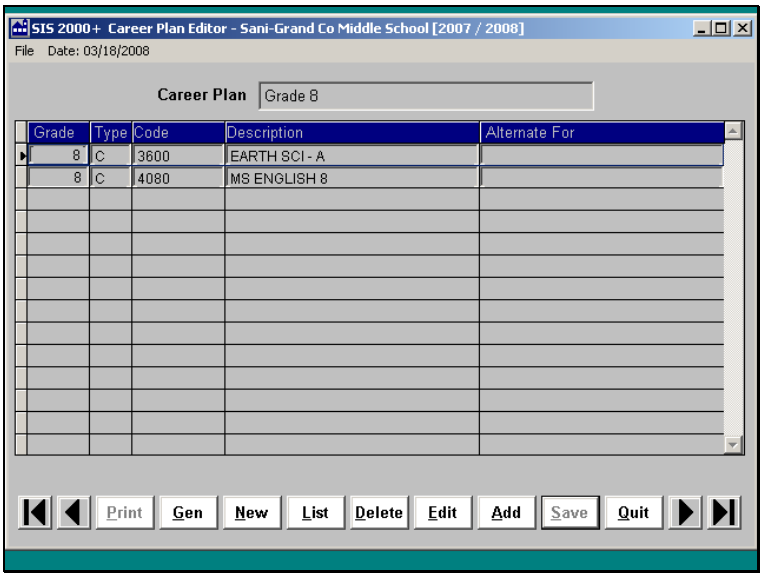




Scroll to the **Eighth** grade



Click the **Save** button



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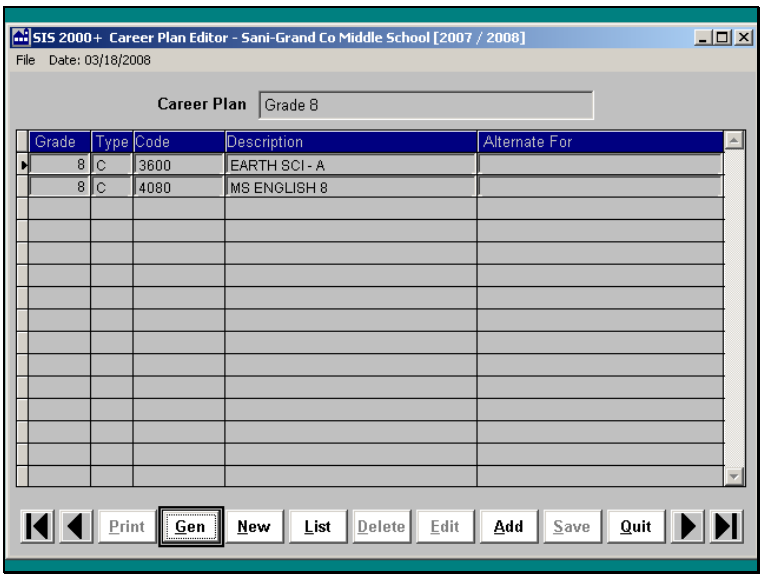
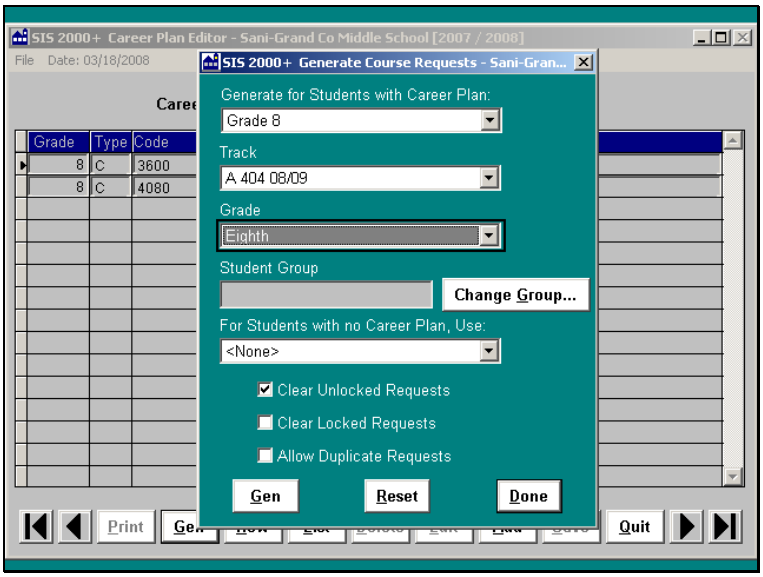


Click the **Gen** button



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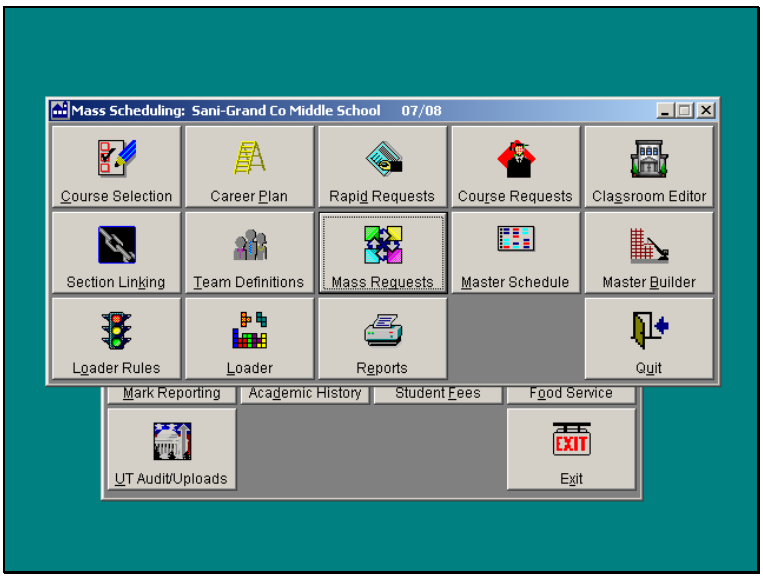
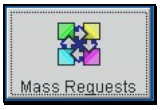
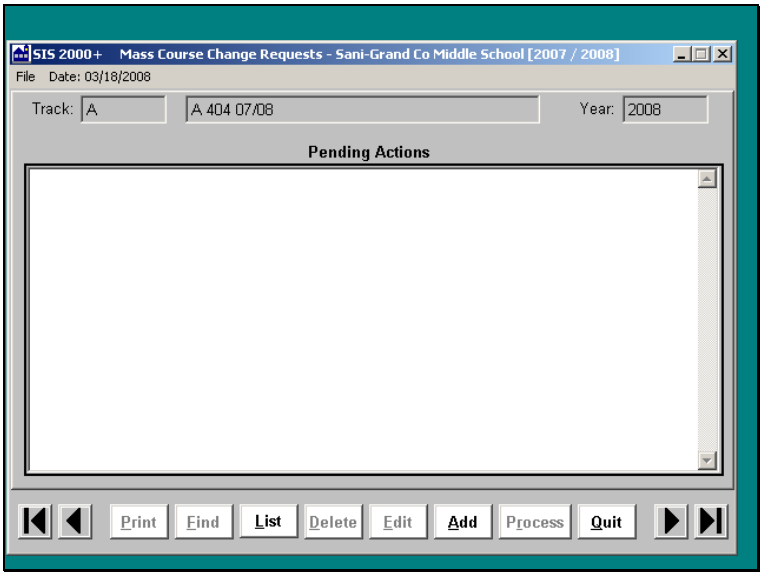


Click the **Mass Requests** button





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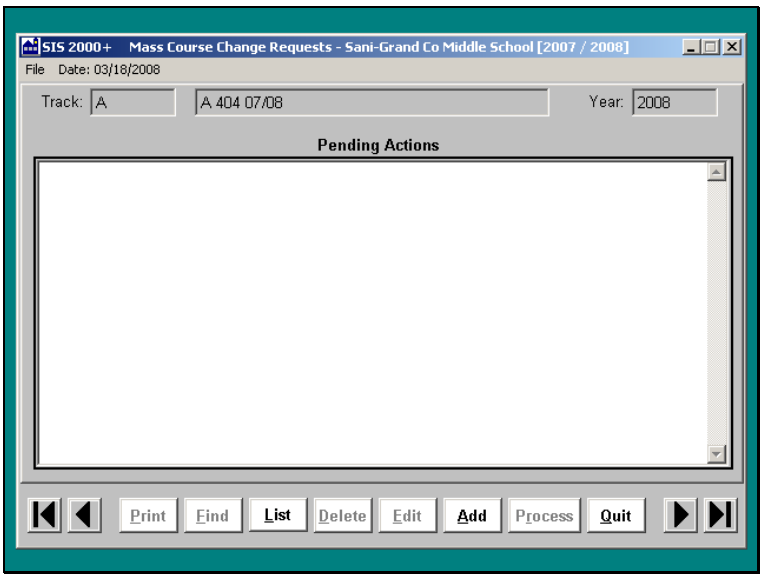

Add, Change, or Remove requests
for a group of students...

...You can create multiple requests and hold them

Process one or more... in one operation!

Click **List** to change the track

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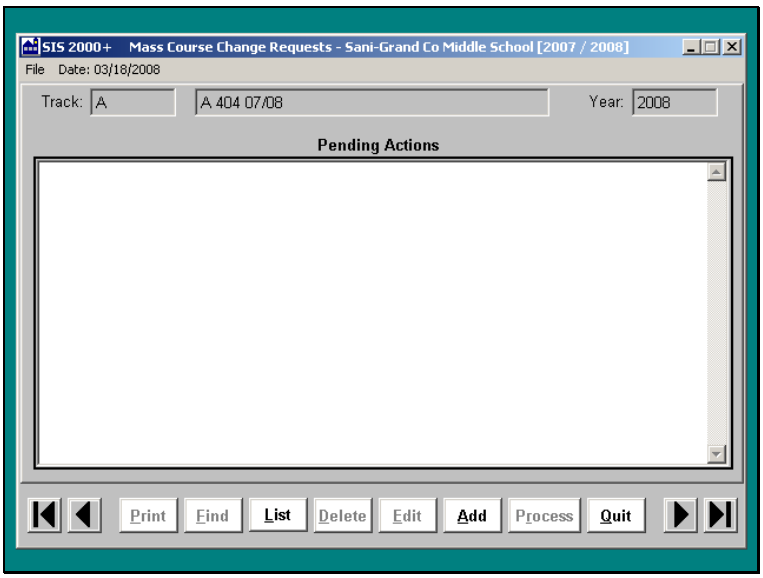
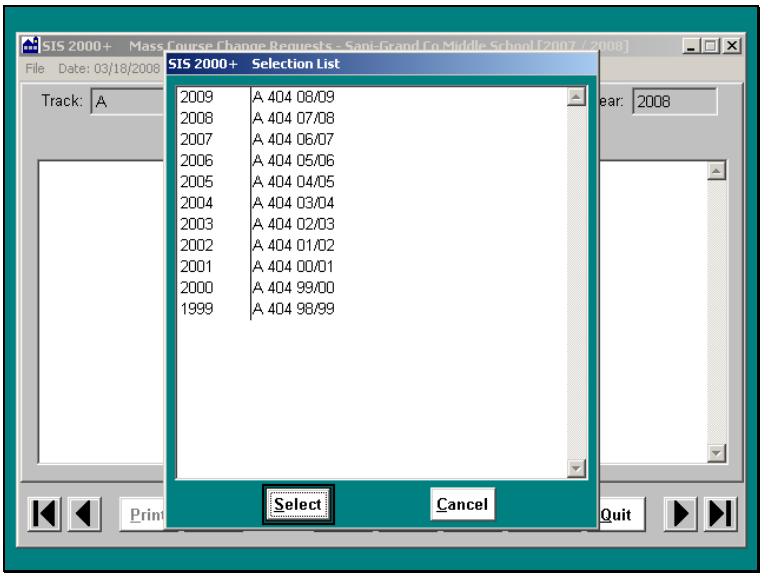
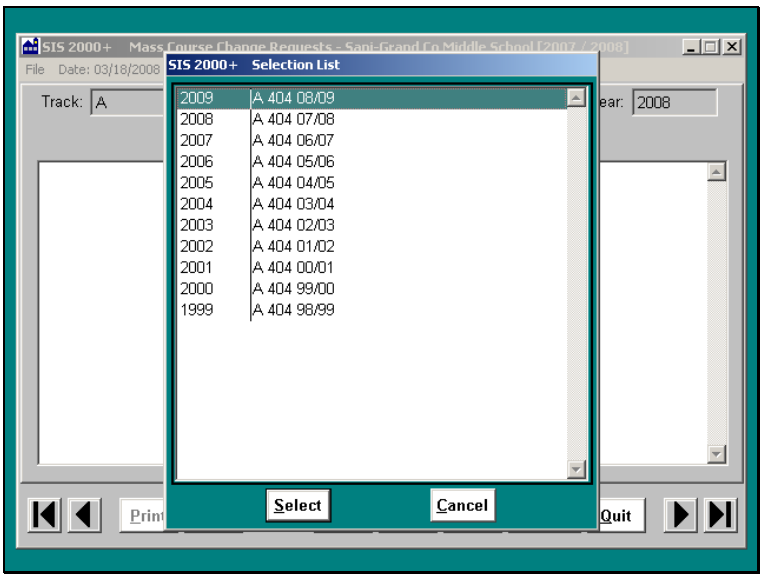




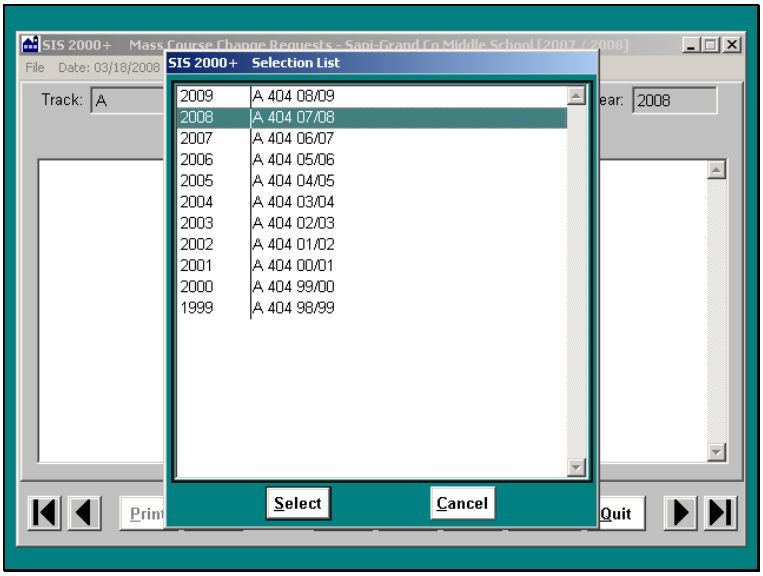
Select next year's track

2009	A 404 08/09



Select school year **2008**

2008	A 404 07/08



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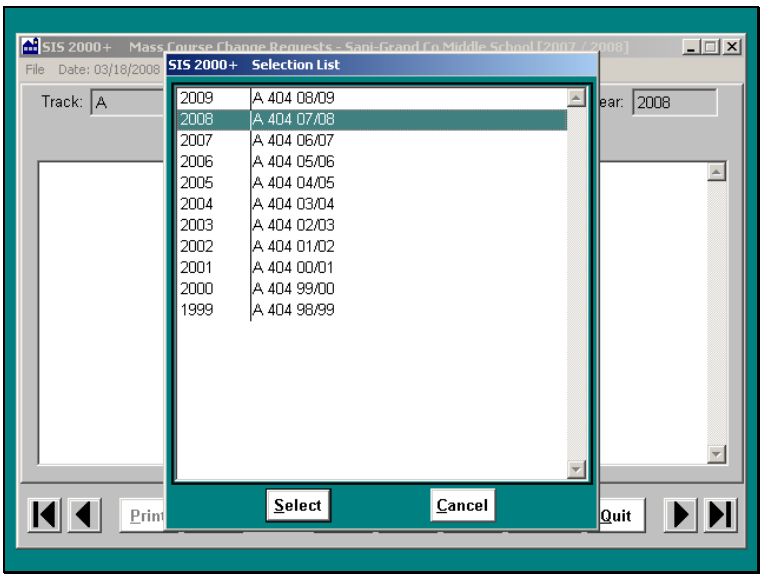
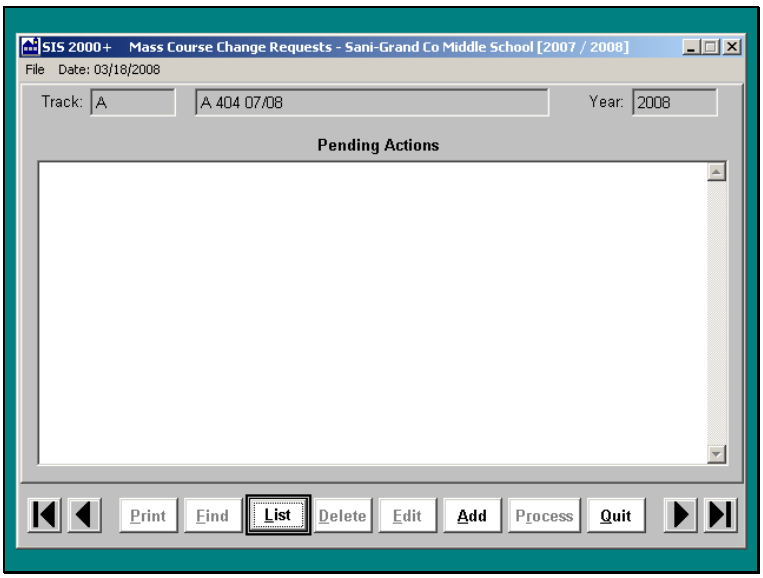
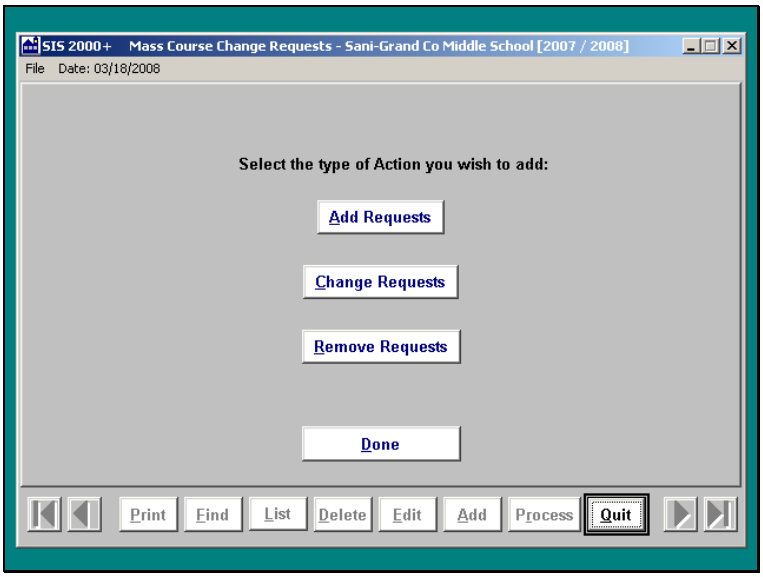

SIS 2000+ Mass Course Change Requests - Sapi-Grand Co Middle School [2007 / 2008]
File Date: 03/18/2008
Track: A
ear: 2008
SIS 2000+ Selection List
2009 A 404 08/09
2008 A 404 07/08
2007 A 404 06/07
2006 A 404 05/06
2005 A 404 04/05
2004 A 404 03/04
2003 A 404 02/03
2002 A 404 01/02
2001 A 404 00/01
2000 A 404 99/00
1999 A 404 98/99
Select
Cancel
Print
Quit



Click the **Add** button



Click the **Add Requests** button

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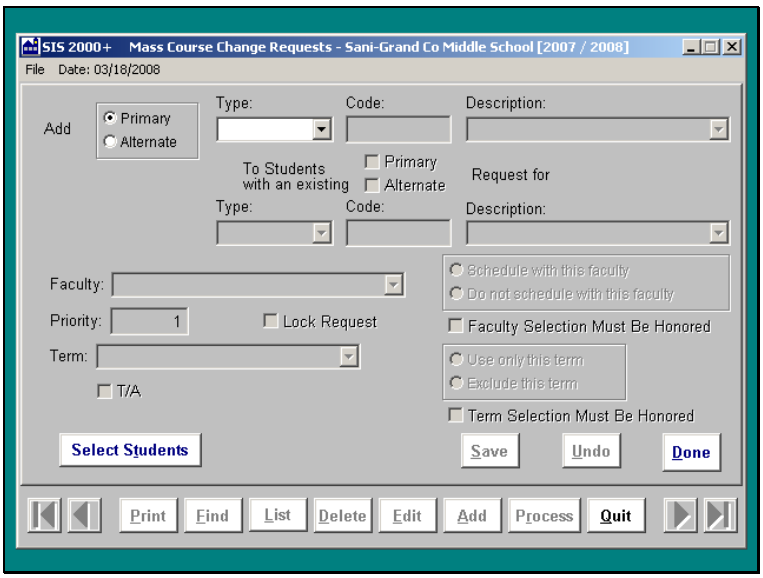
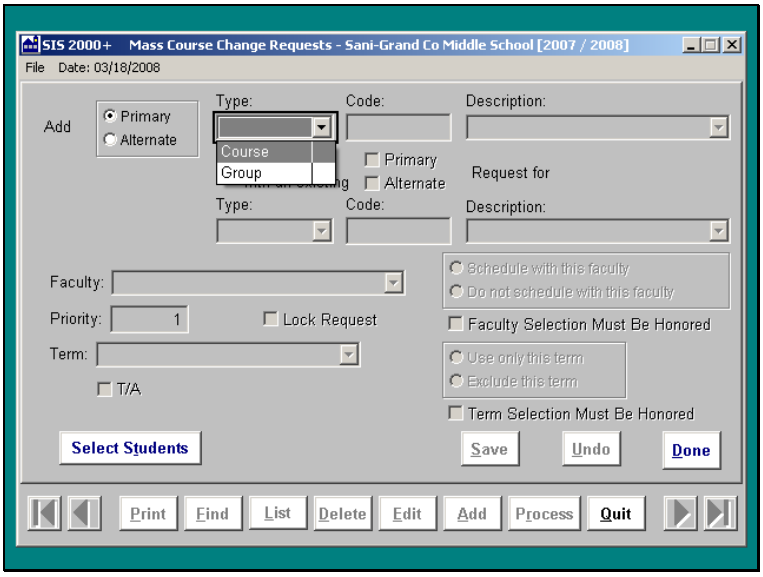
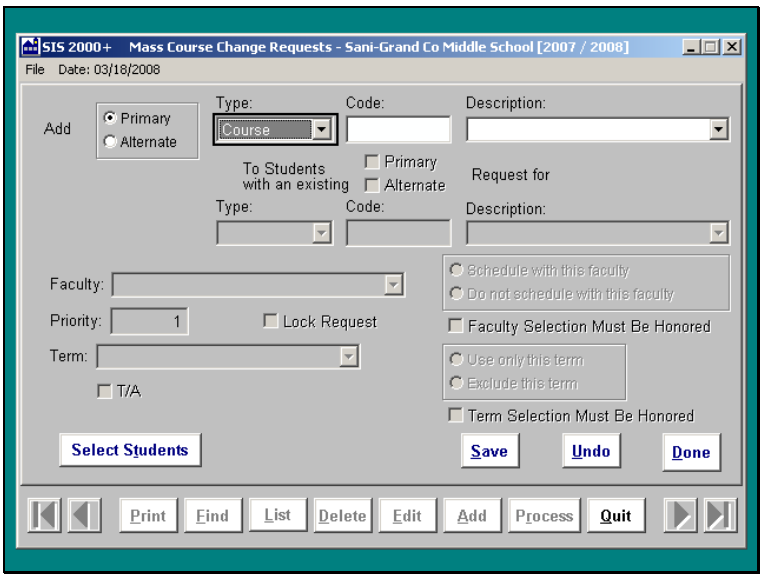
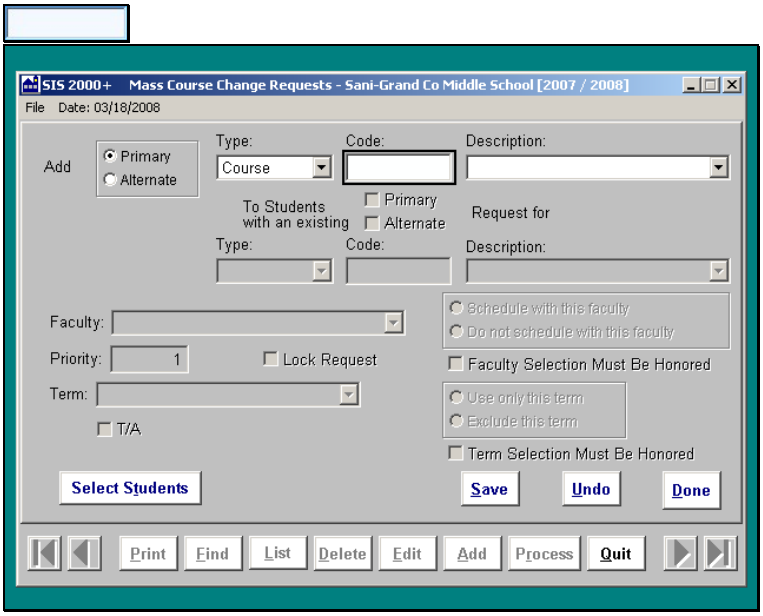




Select **Course**





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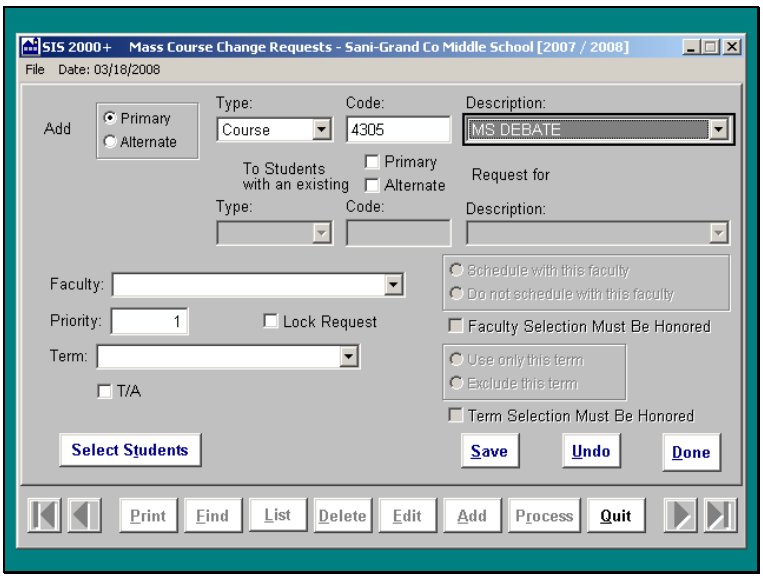

Slide 53

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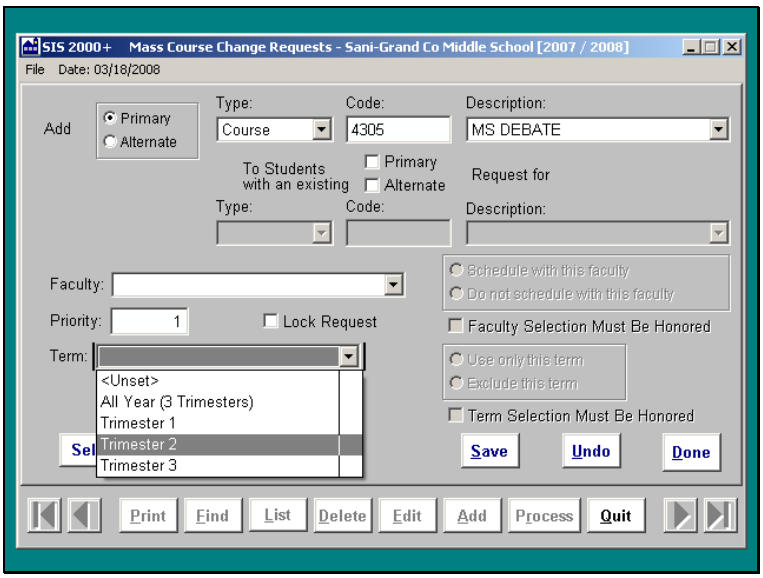
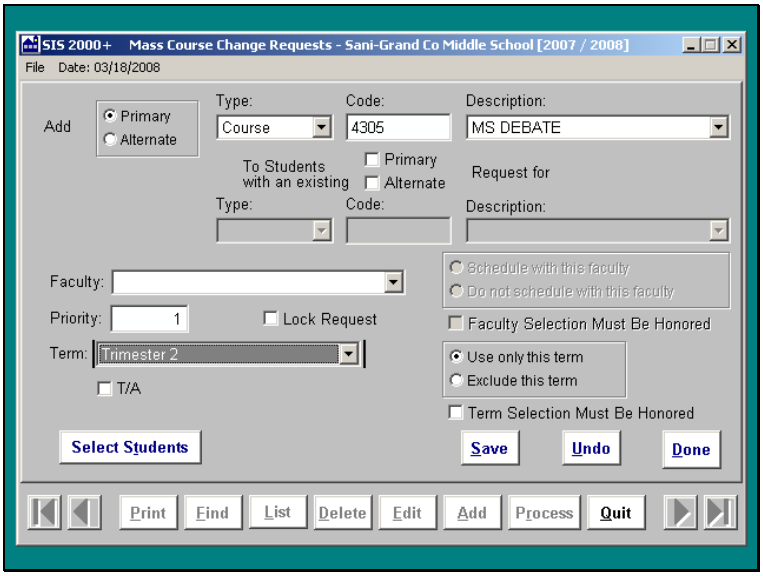


Select Trimester 2



Click the **Select Students** button

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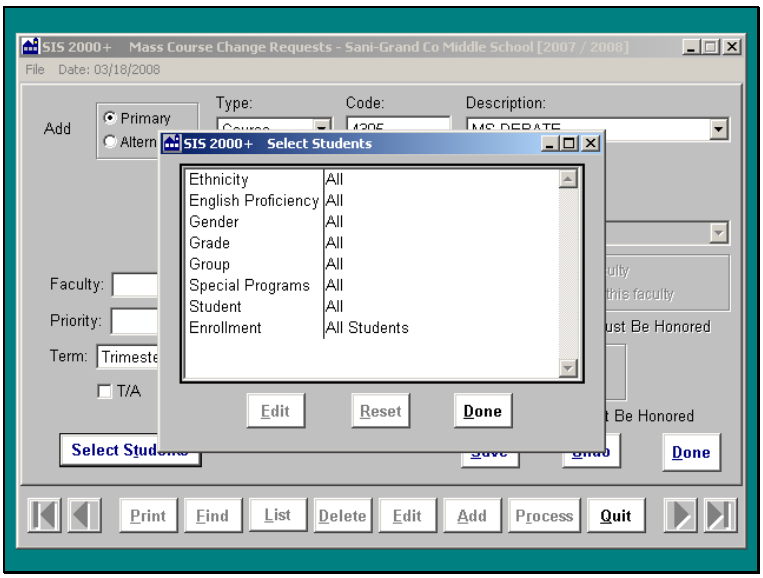
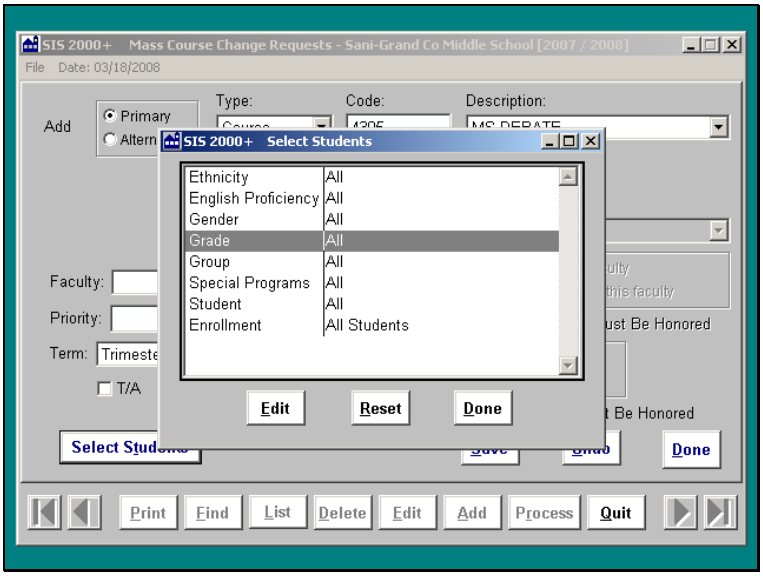


Highlight **Grade**

Grade	All



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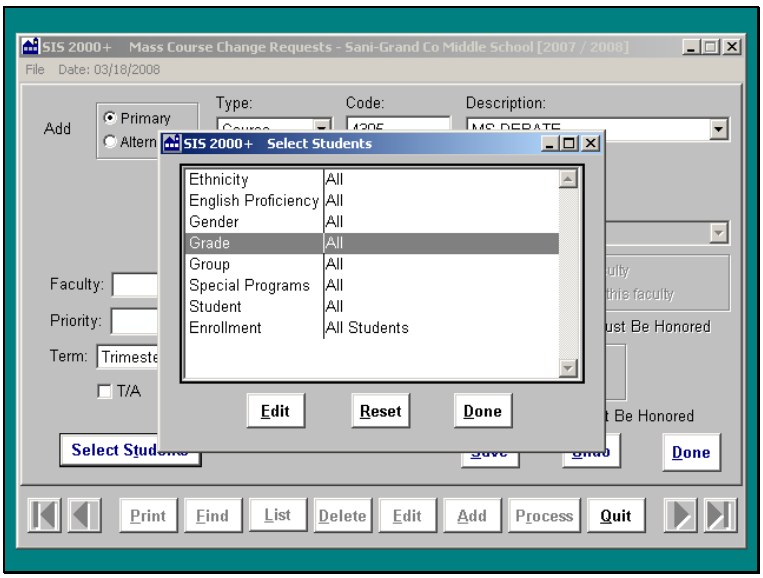

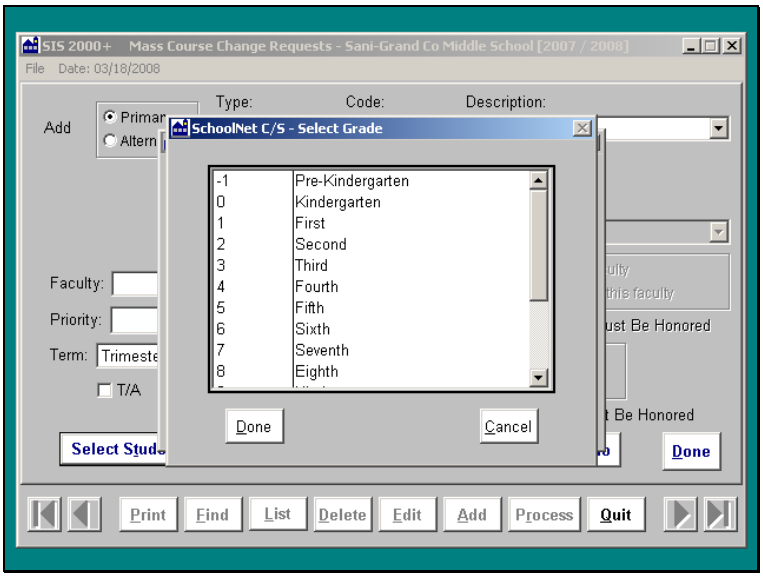

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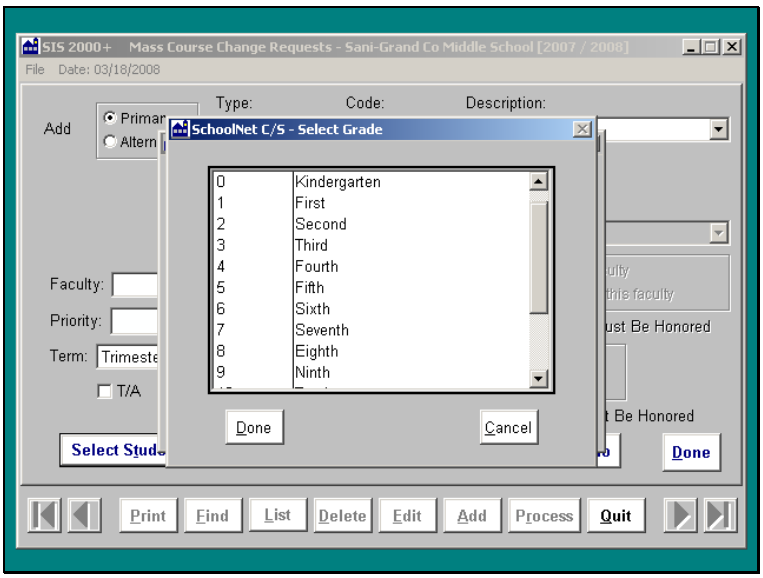
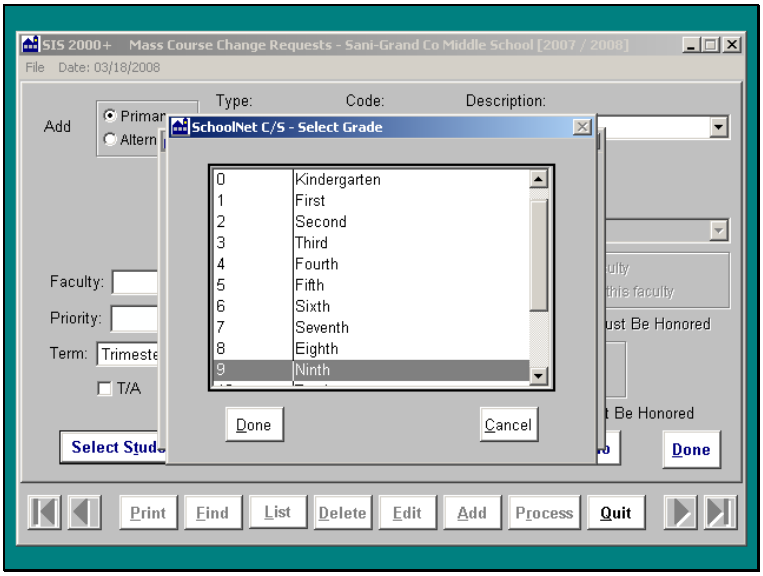


Select **Ninth** grade



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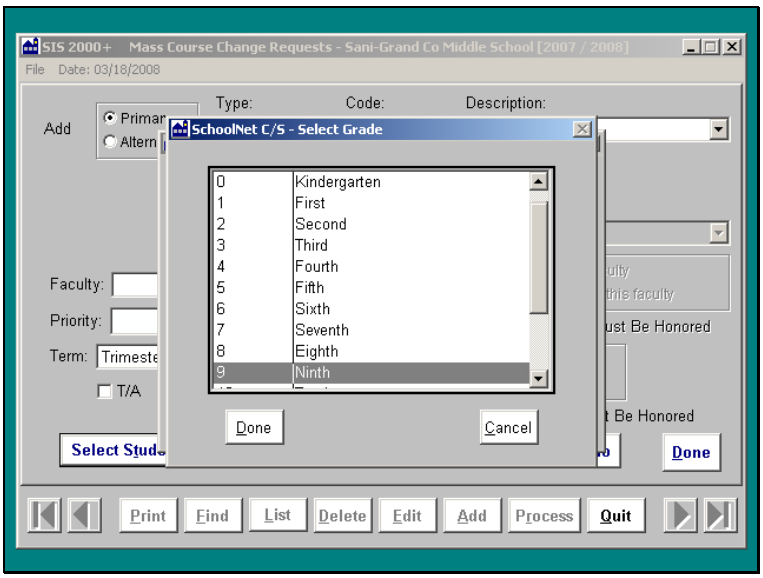
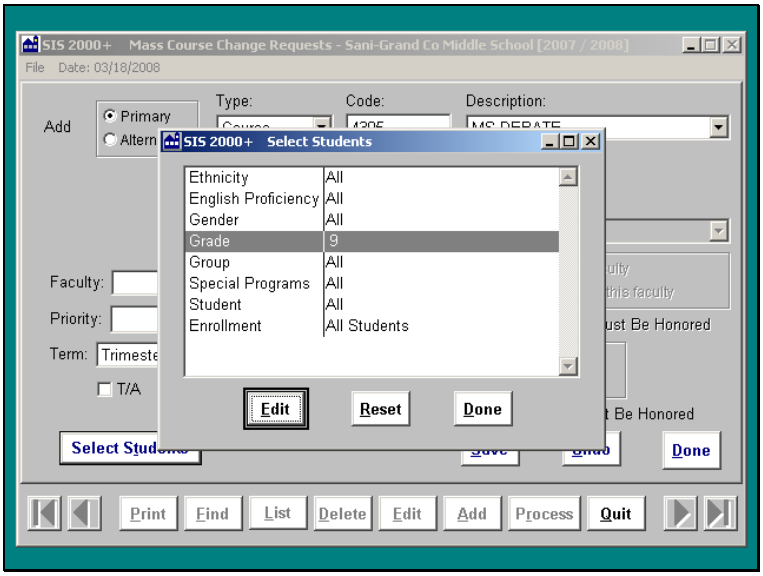
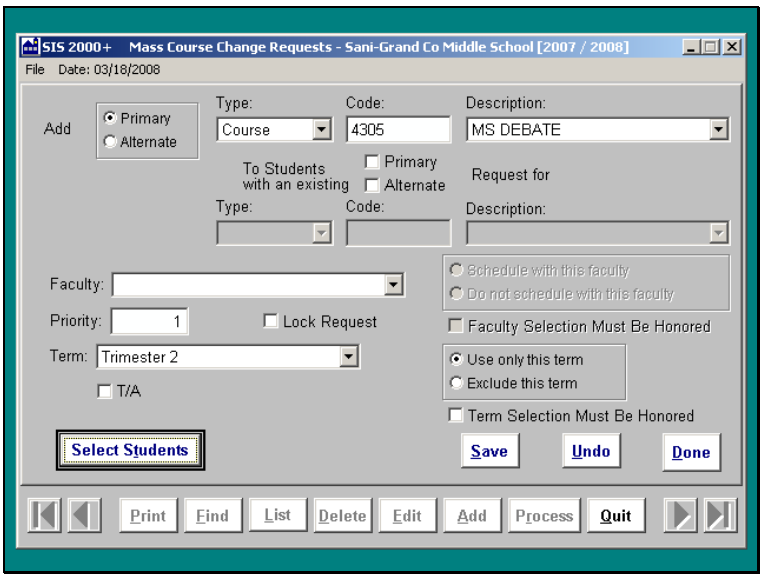


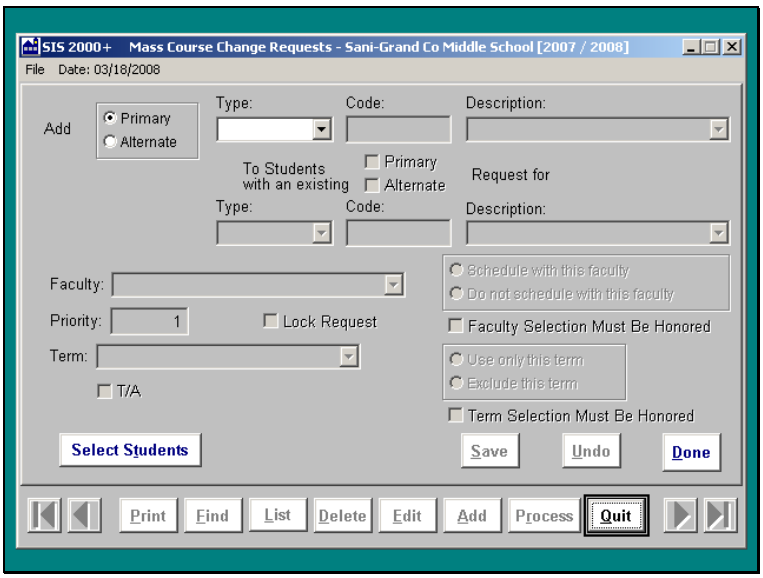
Click the **Done** button



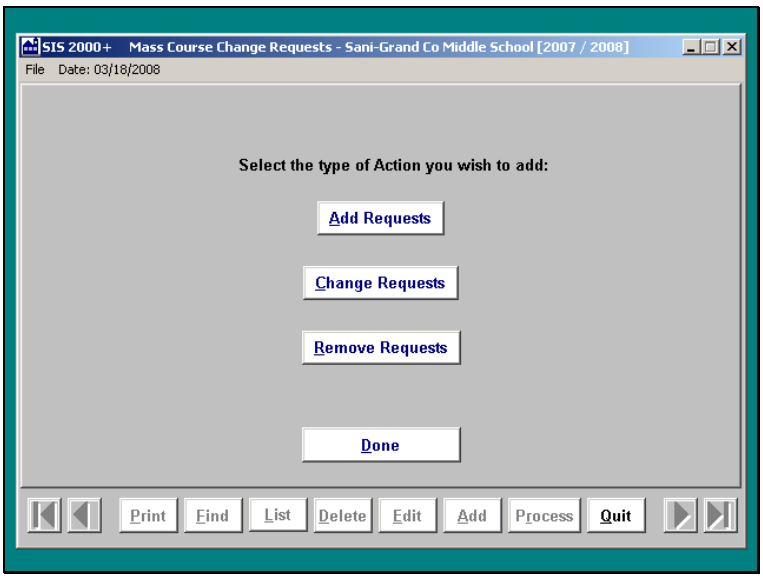
Click the **Done** button



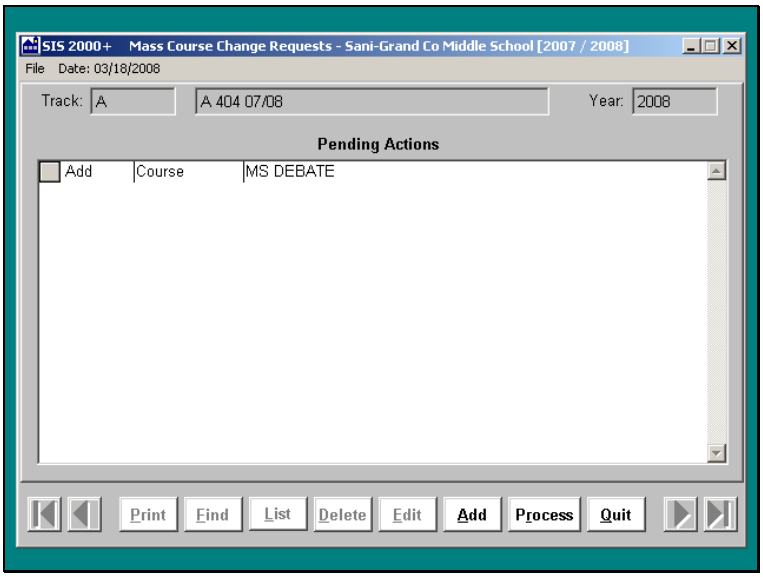
Click the **Save** button



Click the **Done** button



Click the **Done** button



Click on the **Process** button
to actually record the requests

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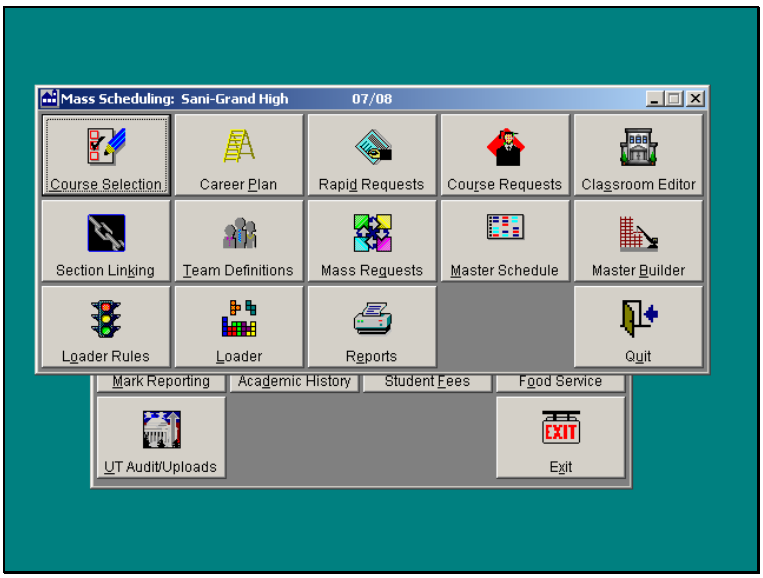
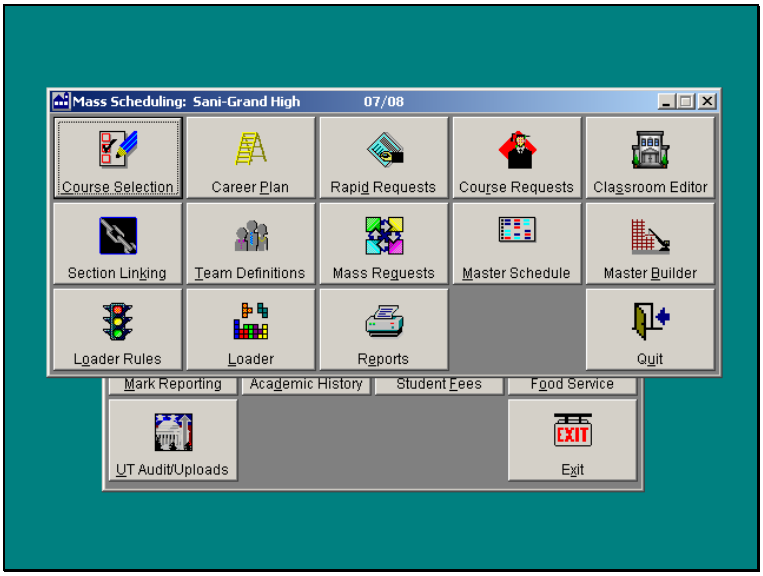


SEOP = Student Education Occupation Plan

A web-based application used by students, parents and school counselors



Entering requests for individual students:

Rapid Requests (quickest) or Course Requests

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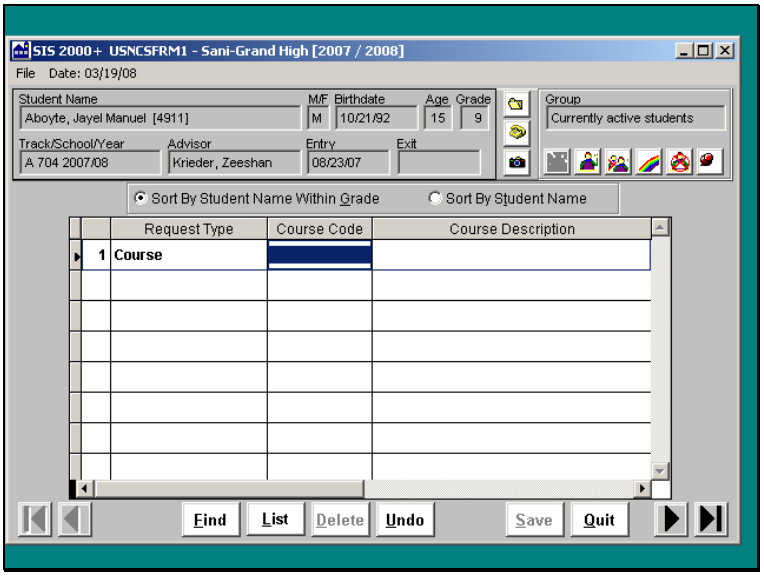
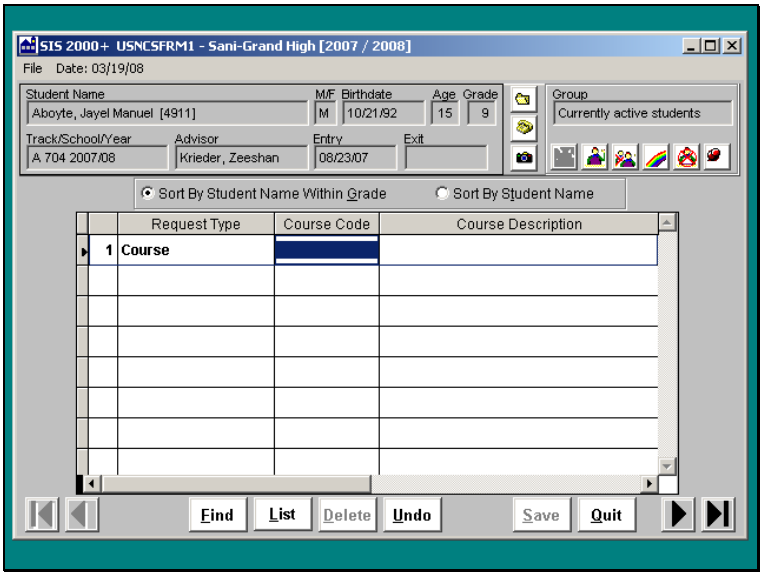
Click the **Rapid Requests** button





Select the Future Students (rainbow) button

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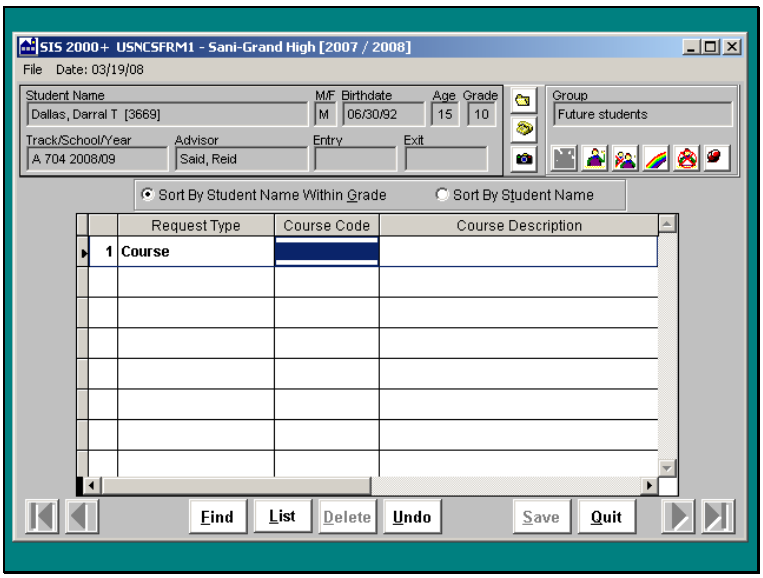
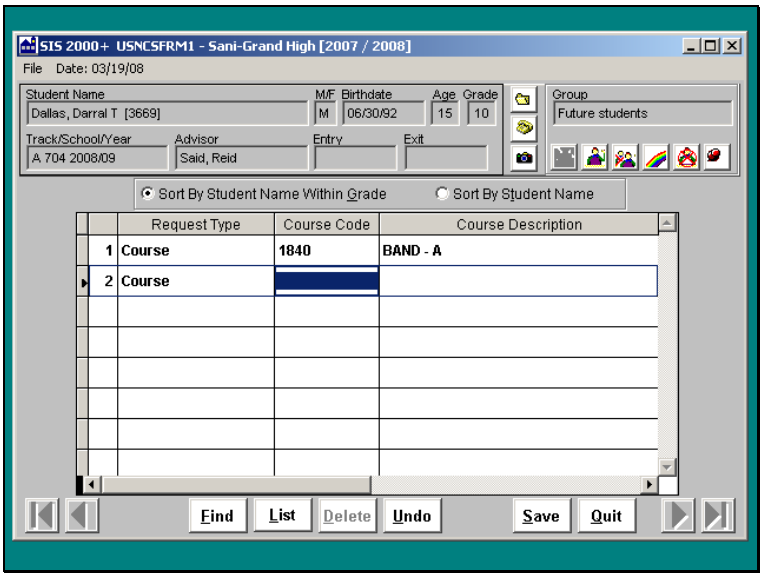


You need:
list of all course codes for each student's requests

Use the 10-key pad (with Num Lock on)

Type 1st Course Code
Click Tab
Type 2nd Course Code
Click Tab
...etc.



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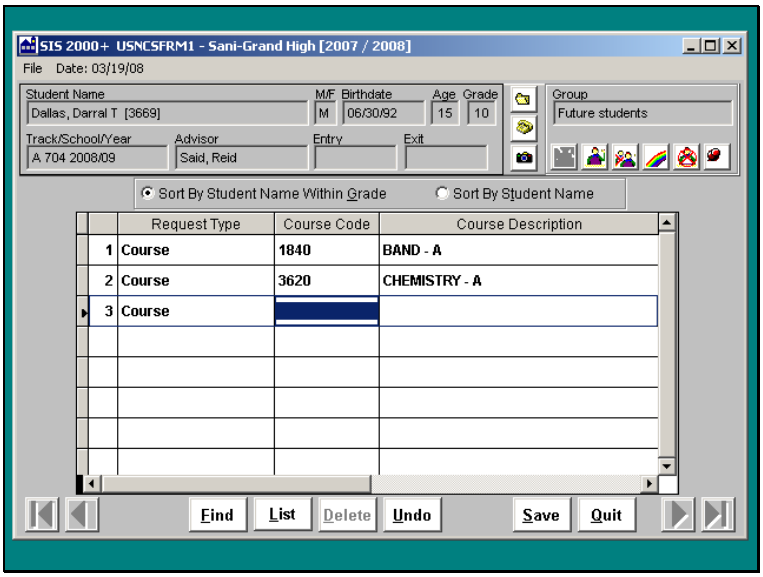
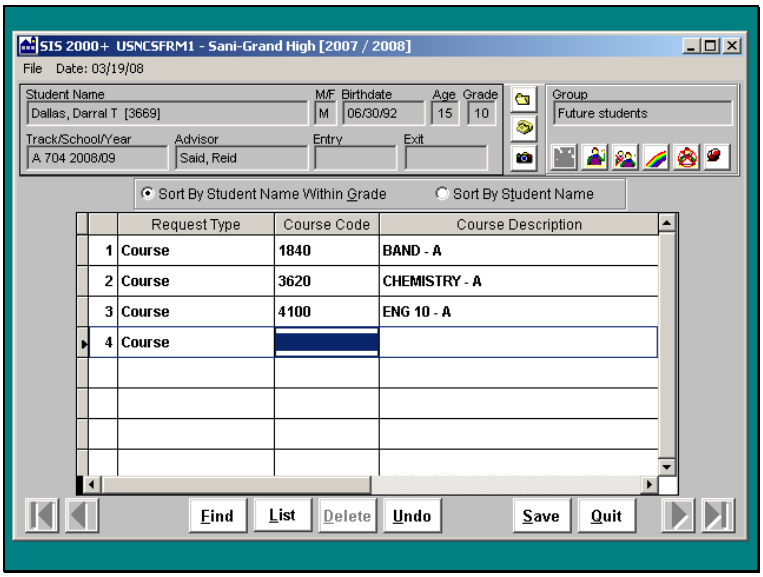

SIS 2000+ USNCSFRM1 - Sani-Grand High [2007 / 2008]
File Date: 03/19/08
Student Name
Dallas, Darral T [3669]
M/F
M
Birthdate
06/30/92
Age
15
Grade
10
Group
Future students
Track/School/Year
A 704 2008/09
Advisor
Said, Reid
Entry
Exit
Sort By Student Name Within Grade
Sort By Student Name
Request Type
Course Code
Course Description
1 Course 1840 BAND - A
2 Course 3620 CHEMISTRY - A
3 Course
Find
List
Delete
Undo
Save
Quit


SIS 2000+ USNCSFRM1 - Sani-Grand High [2007 / 2008]
File Date: 03/19/08
Student Name
Dallas, Darral T [3669]
M/F
M
Birthdate
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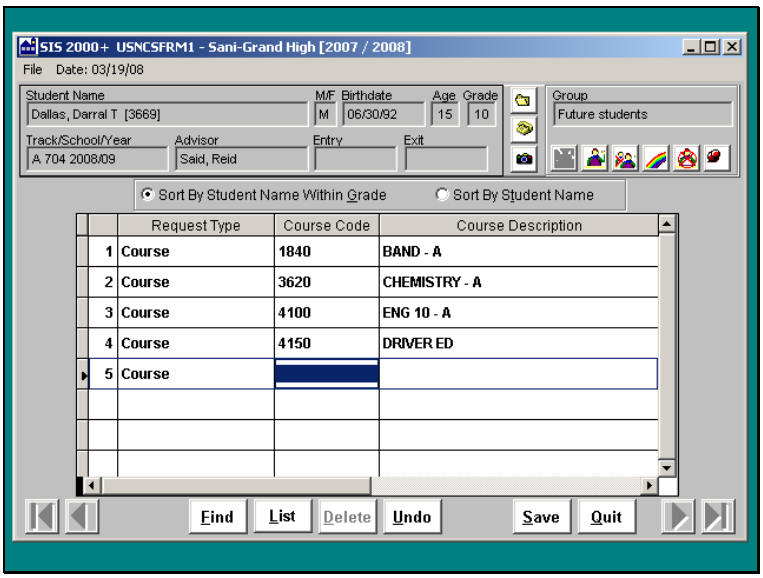
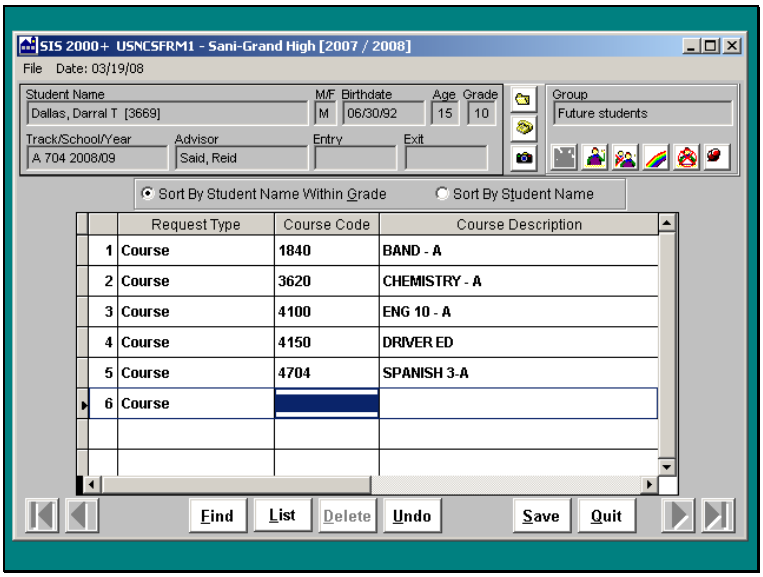
Age
15
Grade
10
Group
Future students
Track/School/Year
A 704 2008/09
Advisor
Said, Reid
Entry
Exit
Sort By Student Name Within Grade
Sort By Student Name
Request Type
Course Code
Course Description
1 Course 1840 BAND - A
2 Course 3620 CHEMISTRY - A
3 Course 4100 ENG 10 - A
4 Course
Find
List
Delete
Undo
Save
Quit





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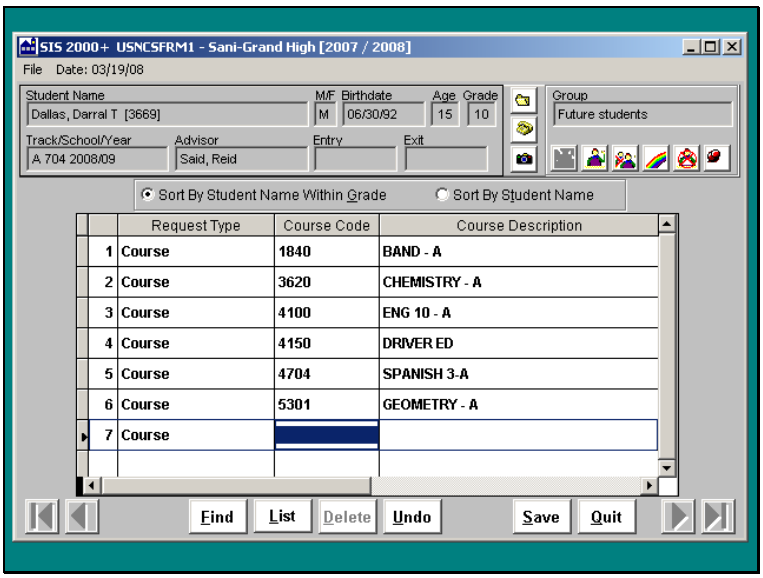

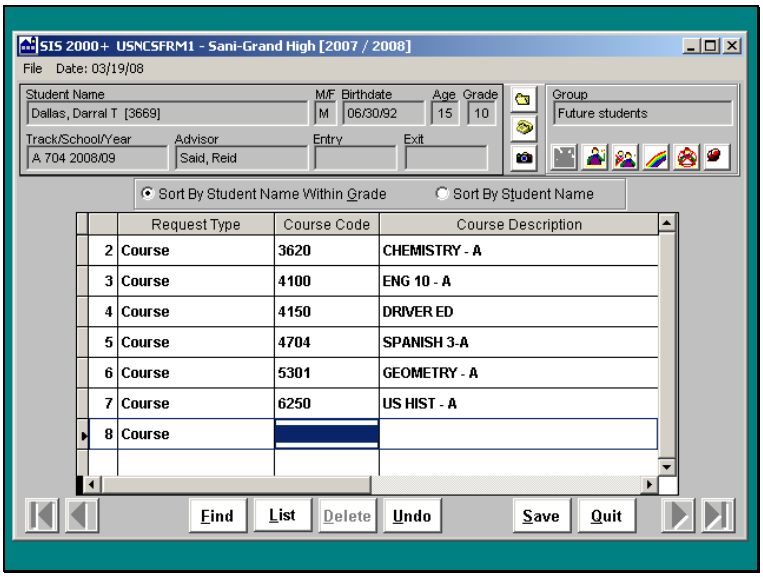

Click the **Save** button

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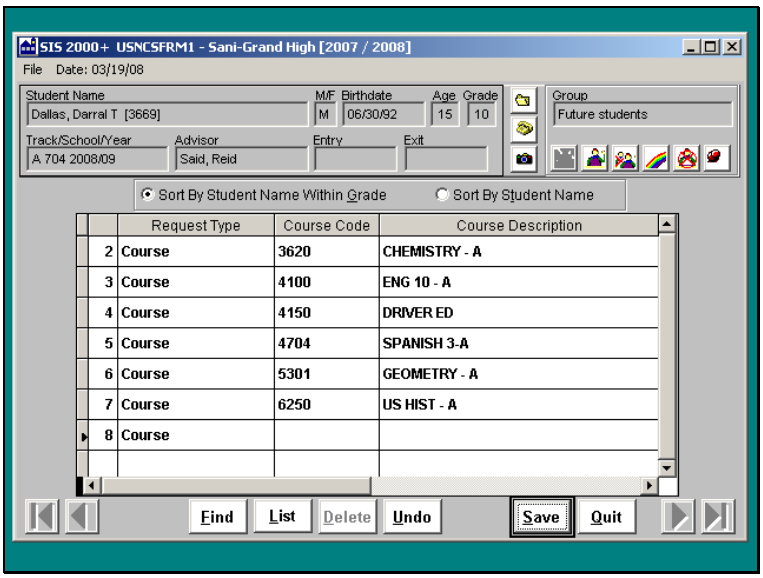

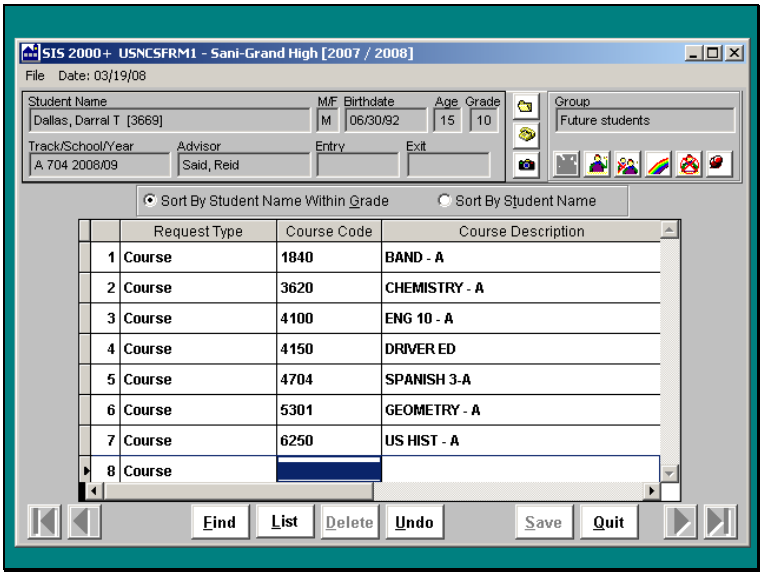

Click the **Quit** button

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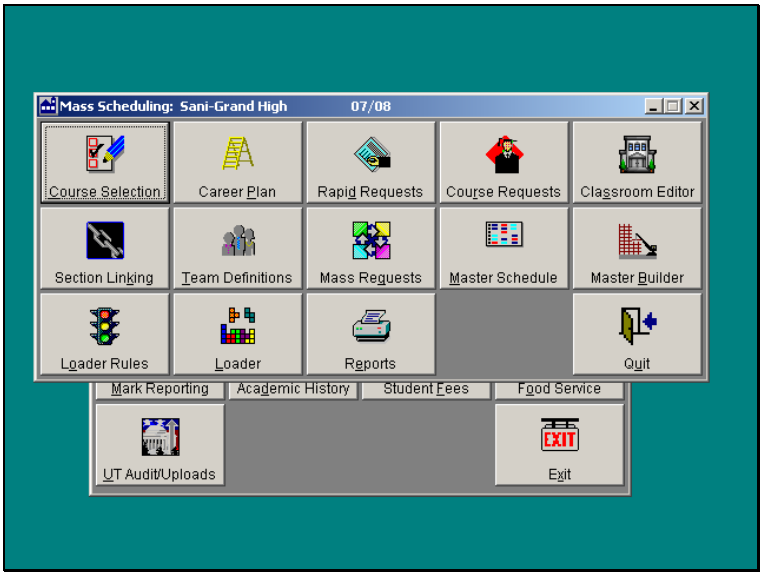
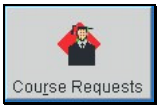


Click the **Course Requests** button



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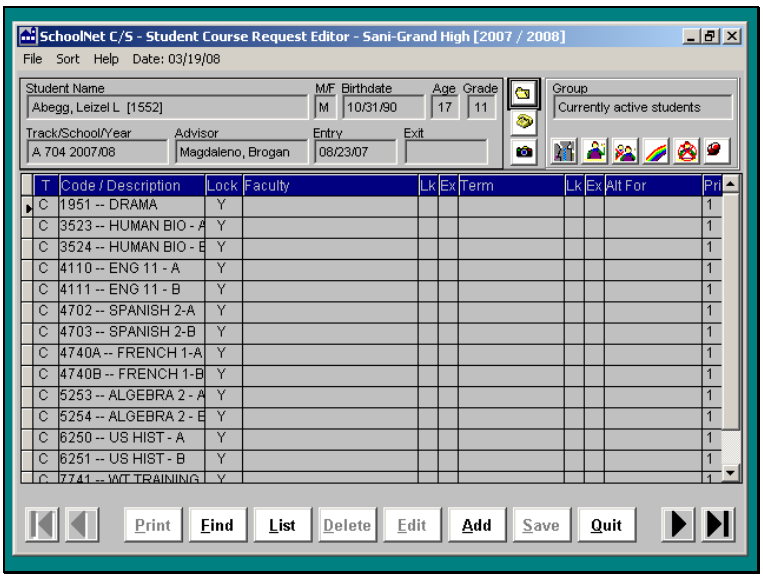

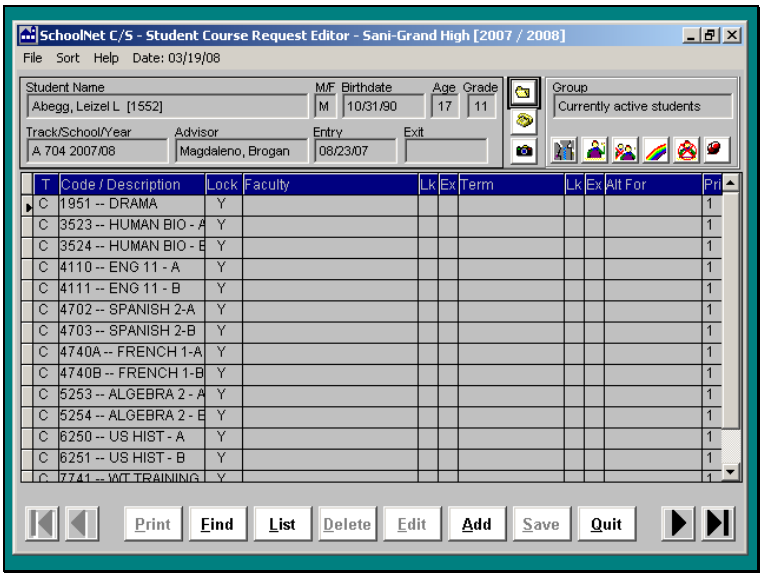

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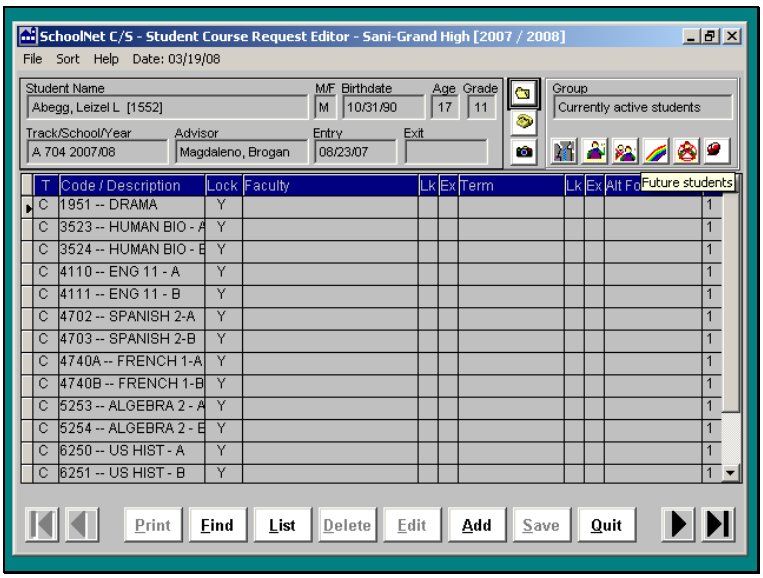

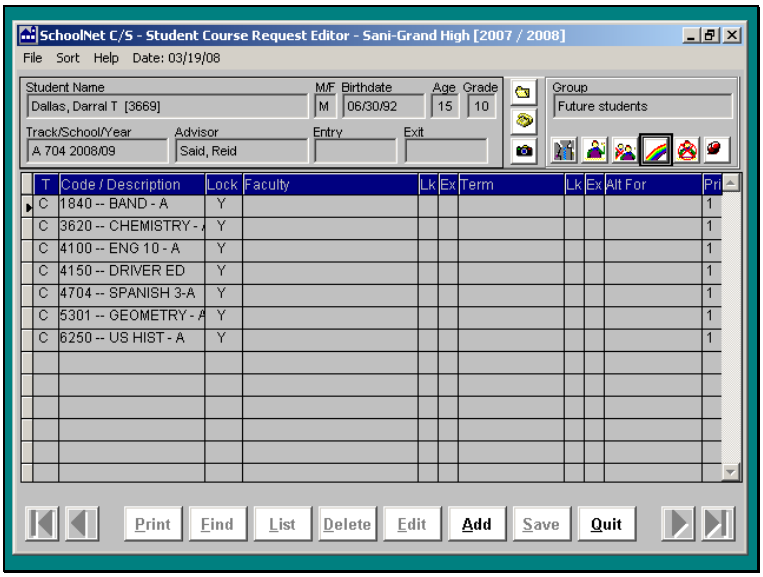

Click the **Add** button

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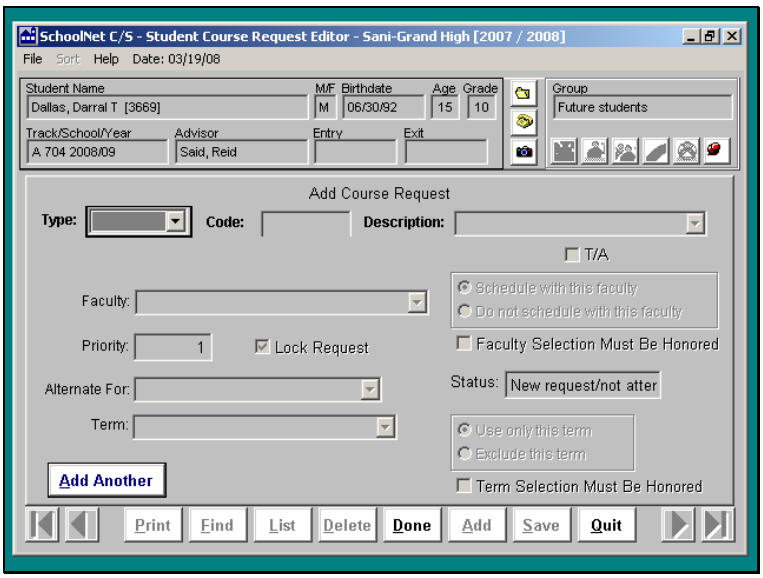
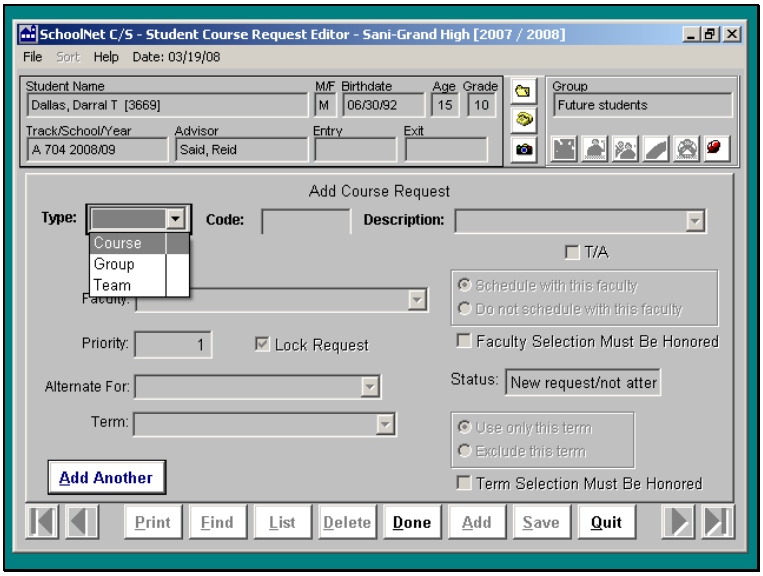


Select a **Type**



Select **Course**

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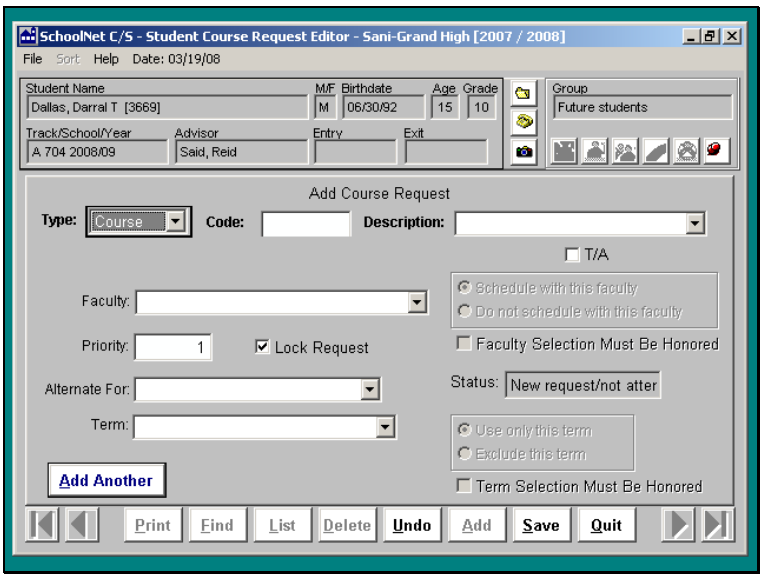

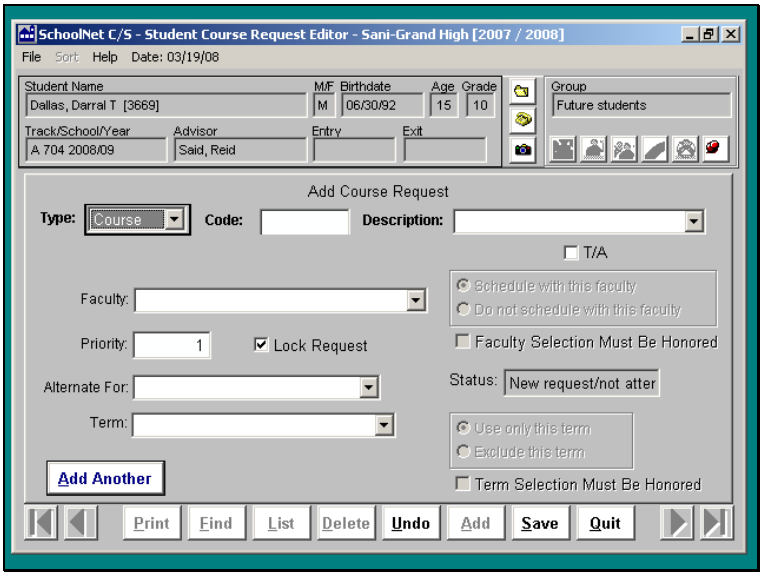

Enter a Course Code

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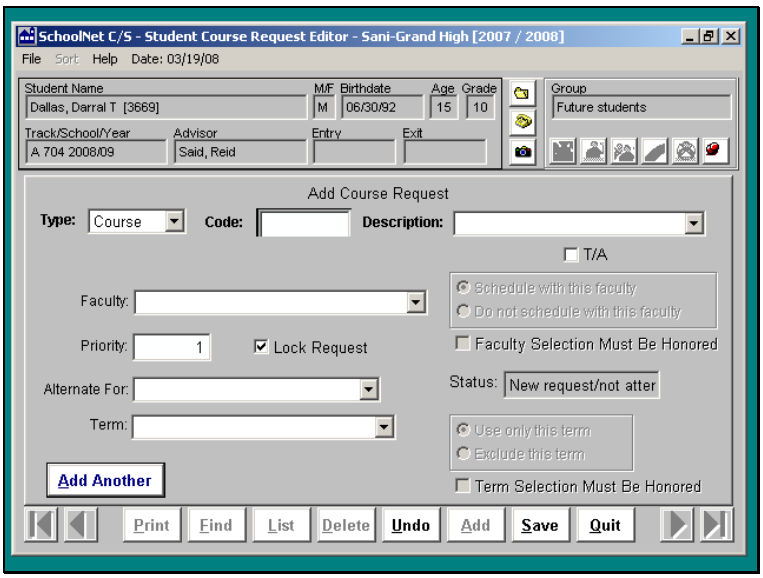

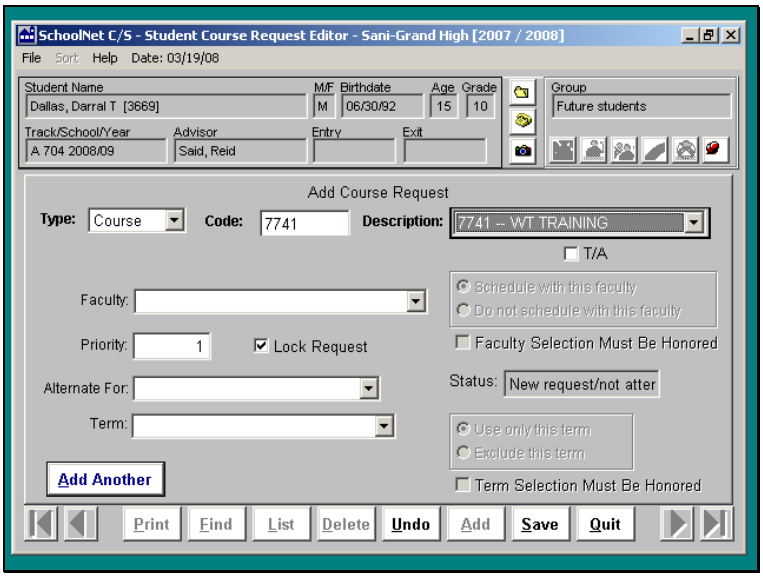

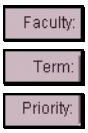

Click the **Save** button

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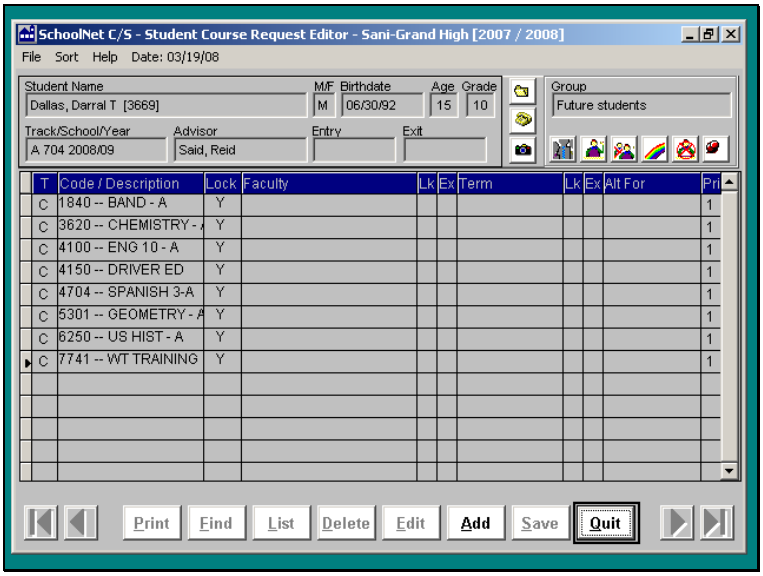
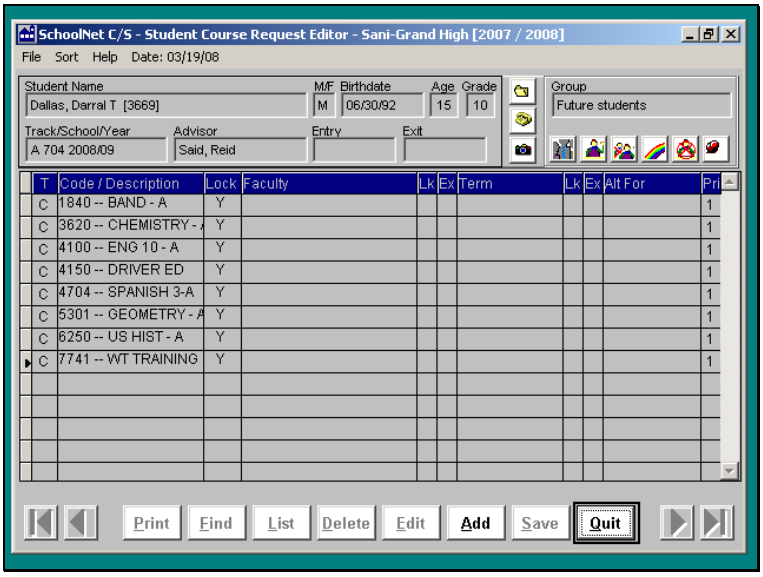
Course Request Screen

Allows us to specify:

* faculty
* term
* priority





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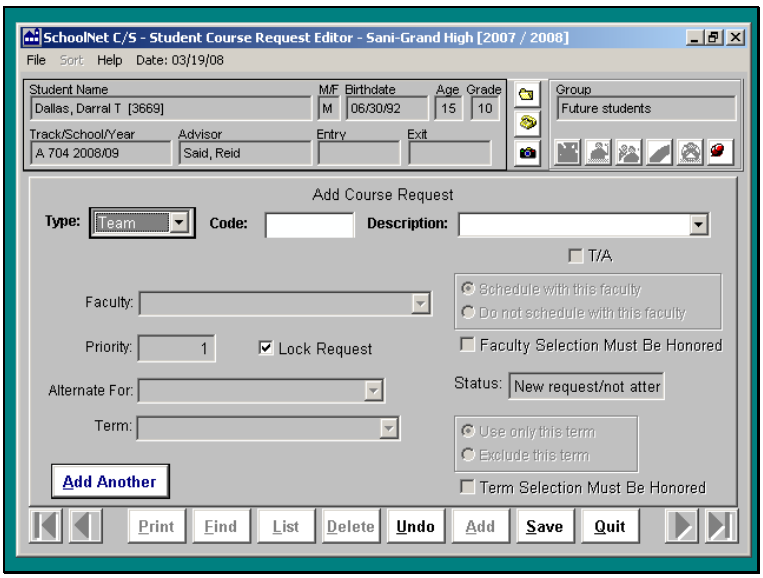
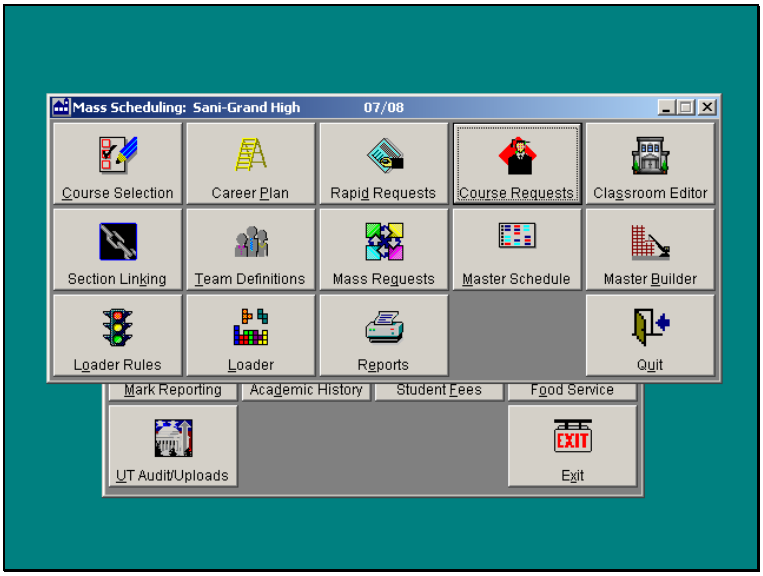


Click the **Save** button



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Career Plan

Mass Requests

Rapid Requests

Course Requests

Web-based SEOP

Enter requests for:

CORRECT TRACK and CORRECT GROUP OF STUDENTS

Thanks...come again!